Institutional Need Review of a Category I Position  
(for those promoted but not tenured)

The following procedures have been approved by the Dean's Advisory Council in consultation with the Committee on Promotion and Tenure.

I. THE DOSSIER

The chair should provide a statement with the necessary documentation addressing institutional need as discussed in the Faculty Handbook (Chapter III, Section E. Parts 5 and 6). This should include:

A. the need for the number of positions in the department based upon recent enrollment trends, including the following:

1. enrollments in the candidate's courses in the previous three years; and

2. three years of enrollments in all department courses;

These figures, which should be final enrollment figures (i.e., after course withdrawals), may be obtained from the Registrar;

B. the need for the position based upon the candidate’s specialization within the department's curriculum, and the candidate’s past and potential contribution to departmental and institutional needs;

C. justification of the position in relation to departmental faculty rank structure, both at present and as projected in the next five years, taking into account anticipated retirements.

This statement should be available for review by all tenured members of the department.

II. PROCEDURES AND REVIEW

A. After assessing a department's response to the topic of institutional need, the DAC will come to one of three possible conclusions:

1. position should be continued;
2. the need for the position is uncertain and should undergo annual review; or

3. the position is no longer needed and will be discontinued on __________.

B. The decision to terminate the candidate will be made on institutional needs and priorities that would mandate a termination or redefinition of the position. The incumbent of the position shall be informed of the results of the DAC discussion concerning institutional need.

APPENDIX

MODEL DOSSIER

Chair’s Statement Addressing Institutional Need

Prepared January 2003 (revised 2/10/03)