**Faculty Line Request**

Please submit the information below when seeking permission to conduct a search for a full-time visiting, professor of practice, or tenure-track faculty member.

1. a three-year staffing plan (including course #s and titles) WITHOUT the proposed full-time line; please consider what courses would be necessary to offer staffed with adjuncts and mark them as such;
2. a three-year staffing plan (including course #s and titles) WITH the proposed full-time line;
3. a brief (1-2 pages) rationale for the request that demonstrates how this full-time position would:
   1. help the department maintain and/or shape major and minor programs and general education offerings and
   2. how it would help support the missions of the department and the university and/or
   3. how it might fit into the university’s strategic plan.

Please send to Provost Michelle Mattson ([mattsonm@wittenberg.edu](mailto:mattsonm@wittenberg.edu)) and cc Elizabeth Howe ([ehowe@wittenberg.edu](mailto:ehowe@wittenberg.edu)). The information will be shared with members of the Educational Policies Committee (EPC).