**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) and cc Elizabeth Howe (ehowe@wittenberg.edu). The information will be shared with members of the Educational Policies Committee (EPC).