TO: Deans  
FROM: Craig H. Hart, Brent W. Webb  
RE: Instructions – Faculty Position Justifications (CFS-Track Only)

In accordance with the careful thinking and helpful input that you provided during our last Deans Council, we have simplified and clarified instructions for position vacancy justifications in the manner outlined below. **These instructions apply only to positions that are slated to be filled with CFS-track faculty.**

The attached *Faculty Position Justifications* document distributed in Deans Council will provide the foundation for post-freeze hiring going forward. There are three position vacancy justification categories noted below. The first two stem from the freeze and will eventually be eliminated.

Attached is a list of the positions in your area that are currently vacant or are anticipated to be vacant soon. The right column shows which positions were approved previously by the Board during the freeze or recently by the AVP Council. The opening of these positions was justified primarily based on meeting critical teaching needs, but we did not invite you to document how these positions would meet other long-term department and college objectives when filled with CFS-track faculty. Therefore, prior to hiring CFS-track faculty into already approved, advertised positions where searches are underway, colleges and departments are invited to describe how filling these positions will help shape departments and colleges for the future. Accordingly, the following documentation for each category is requested below:

**Position Vacancy Justification Updates for Already Approved Positions**
Please provide a concise statement addressing items 7 and 10 in the *Faculty Position Justifications* document, to be added to position justifications we have received previously. This statement can be submitted anytime between now and when a candidate name comes forward for approval.

**New Position Vacancy Requests for Critical Positions Requiring Immediate Approval**
As with the previous category, please provide a concise statement addressing items 7 and 10, along with other information deemed relevant from the *Faculty Position Justifications* document. These requests should only apply to positions that must be filled immediately to meet critical teaching needs, and where the hiring pool is sufficient to assure that the highest caliber CFS-track faculty can be recruited.

**New Position Vacancy Requests for Positions That Can Wait to be Filled**
All vacant future positions not in the previous two categories will be considered in the context of a strategic, long-term hiring plan presented during resource planning with requests based on the *Faculty Position Justifications* document.