

Name:
Institution:



Outlining a Faculty Line Request Template

Factors to Balance



Part 1: Select APS Metrics

Tick the box beside each APS report you are interested in including in your institution's faculty line request template. **Prioritize 5-10 metrics** to minimize complexity and focus on the most important factors given your institutional priorities.

Factor	APS Report	Informs About Department Need by Showing...
 Student Demand	Trends in Attempted Credit Hours by Course Division and Term	Shows size of department by total student credit hours by course division and term
	Percent of Attempted Student Credit Hours (SCH) Taught to Own Majors and Service Majors	Breakdown of SCH taught to own majors versus service majors in the department
	Student Headcount by Program	Number of students enrolled in program(s) of study offered
 Capacity Utilization: Courses and Sections	Median Class Size	Shows the central tendency of section sizes
	Median Class Capacity	Shows the central tendency of section capacity
	Median Class Fill Rate	Shows the central tendency of section fill rates

Part 1: Select APS Metrics (continued)

Factor	APS Report	Informs About Department Performance by Showing...
 Capacity Utilization: Courses & Sections	% of Classes with Size <10	Shows the share of low-enrolled sections offered
	% of Courses with Fill Rate >90%	Shows the share of courses offered that are nearing overfilling
	Number of Bottleneck Courses (Fill Rate > 90%)	Shows the number of courses offered that are nearing overfilling
 Capacity Utilization: Instructional Staff	Headcount by Instructor Type	Mix of instructors (i.e. Tenure, Adjunct. etc.) by headcount
	IFTE by Instructor Type	Mix of instructors measured in normalized Instructional FTE (IFTE) based on a consistent full-time load
	Median SCH Taught per Instructor	Central tendency of student credit hours taught per instructor
	Median Sections Taught per Instructor	Central tendency of sections taught per instructor
	Median Credit Hours Taught per Instructor	Central tendency of credit hours taught per instructor
	Instructional Staff Cost per SCH	Total cost of instructional staff normalized by student credit hours taught
	 Comparative Context	Benchmark Median Class Size
Benchmark Median SCH Taught per Instructor		Comparison of median student credit hours taught per instructor at peer institutions
Benchmark Median Sections Taught per Instructor		Comparison of median sections taught per instructor at peer institutions
Benchmark Median Instructional Staff Cost per SCH		Comparison of median cost of instructional staff per student credit hour at peer institutions

Part 2: Brainstorm Additional Metrics and Qualitative Factors

Consider these other important factors for evaluating a faculty line request and write questions that will help you evaluate a department's needs. If available, identify specific data and any potential sources that could help ensure comparability between units for these factors.

Factor

Question or Data/Source



Scholarship Priorities



Leadership Needs



Market Demand

Part 2: Brainstorm Additional Metrics and Qualitative Factors (continued)

Factor

Question or Data/Source



Strategic Priorities



Diversity

Next Steps

Now that you've sketched out the contours of a faculty line request for your institution, share your completed worksheet with your APS Strategic Leader in your next check-in call. Your SL can help you transform this outline into an actual template and develop detailed guidance about appropriate filtering to add (i.e. course types, terms, etc.) and/or cuts of the data (i.e. by course division, 3 YR trends, etc.) to make your template valuable for comparing need across units.