

# NEW OR REPLACEMENT FACULTY RECRUITMENT PLAN

American University of Beirut  
Office of the Provost

Faculty Recruitment  
AY

DEPARTMENT: \_\_\_\_\_

CHAIR: \_\_\_\_\_

\_\_\_\_\_  
(Office address)

\_\_\_\_\_  
(Office telephone)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_ No vacancies are anticipated for the XXXX Academic Year. The Department will not be recruiting.

\_\_\_\_\_ The Department has or will have one or more vacancies, but has no plans to recruit in the coming academic year.

\_\_\_\_\_ The Department would like to recruit during the XXX Academic Year for positions to be filled in the YYYY Academic Year, which includes:

\_\_\_\_\_ Replacement position(s)

\_\_\_\_\_ New position(s)

\_\_\_\_\_  
Signature

**Please return these forms in April to Faculty Dean**

**I. TABLE PORTION**

1. General Information about the Department/Program:

1.1 Name of Department/Program:

(For questions ii – iv, use numbers from this academic year. Include the position(s) to be replaced)

1.2 Number of Full-time faculty:

Full-time: Professorial Rank: \_\_\_\_\_ Asst. Prof.  
\_\_\_\_\_ Assoc. Prof.  
\_\_\_\_\_ Professor  
\_\_\_\_\_ Lecturer \_\_\_\_\_ Other (Visiting)

Part-time: \_\_\_\_\_ Lecturer

1.3 Number of Part time faculty: \_\_\_\_\_ Total \_\_\_\_\_ Full-Time Equivalent  
For part-time faculty reports the actual credits of teaching covered by part-time faculty.

1.4 Enrollment Data (to be supplied by OIRA)

**Please complete the following pages for each position for which your department would like to recruit.**

**2. Information about the faculty member who is leaving**

2.1 Name, rank:

2.2 Area of research:

2.3 Effective date of end of employment at AUB:

2.4 Courses and levels taught in last three academic years:

\_\_\_\_ Undergraduate    \_\_\_\_ Under/Over    \_\_\_\_ Graduate

2.5 Master's and PhD theses directed in the last five years (for each thesis, list only the type and the year of completion):

2.6 List courses that currently are ONLY taught by this faculty member:

2.7 List courses that could also be taught by other members of the department:

3. **Information about the new faculty**

3.1 Proposed rank of replacement

3.2 Experience (ABD, new PhD, post-doc, already tenured elsewhere, ...)

3.3 Salary range: Minimum =                      Expected=                      Maximum =

3.4 Proposed date of hiring

3.5 Area of research

3.6 Which and how many courses will the new hire teach during the next year?

\_\_\_\_\_ Undergraduate    \_\_\_\_\_ Under/Over    \_\_\_\_\_ Graduate

## **II. Narrative Portion**

It may not be possible to hire a replacement at the rank or at the time that is proposed above. In that case, the department will be asked to consider the following possibilities: hiring at a more junior level; hiring part-time faculty; postponing the replacement; or other alternatives. For such a discussion, the department should outline short-term solutions that use some of these alternatives, the advantages and disadvantages of these solutions should be identified, and the long-term effects on the department or program should be considered.

1. Explain how the new hire is expected to strengthen the department's scholarly and research performance.
2. Explain the role this new faculty member would play in the teaching mission of the department (e.g. new seminars, team teaching, etc.).
3. If you would like to hire above the assistant professor level, explain why.
4. List any special considerations concerning the position for which the department would like to recruit (e.g. new research area, cooperation with other departments/programs, etc.).
5. Explain how you might convert existing resources to help fund a position now or within the next few years.
6. Please estimate that start-up costs associated with the requested recruitment. If renovation of facilities, such as laboratory or studio space is necessary, please describe.

7. Are library holding/resources adequate in the scholarly field represented by this recruitment request?
  
8. If available, the department should include the statistics in your field with regard to gender distribution. Each authorized faculty recruitment is an opportunity to enrich the overall diversity of the faculty. The university's goal is to have each authorized position attract a strong and diverse applicant pool.
  
9. The occasion of a faculty vacancy is a moment for faculty members to reflect on changes in the field and the curriculum the Department is mounting. Please include a draft of a position announcement for the position you wish to recruit. It is understood that, in some cases, not all departments will have had the opportunity to engage in the customary consultations before preparing the announcement in its final form. Still, it should be possible to summarize the position's essential elements.