**College of Arts and Sciences Hiring Request Justification**

**Hiring requests should be submitted as part of the annual departmental budgeting process (which typically occurs during May and June). Chairs should provide a 1-2 paragraph justification for each hire the department is requesting. The justification should include (a) a brief description of the requested position and (b) an explanation of how the position meets immediate departmental needs *and* how it fits into the department’s 5-year strategic plan. If a department request more than one hire, they should be rank-ordered. Justifications should also address how a requested hire would:**

* **Affect scholarly, research, and creative activity? (In some fields, external research dollars are a metric used by university.)**
* **Impact a department’s undergraduate education efforts: major, interdisciplinary majors, UK Core, Liberal Arts education? (Here there are clear metrics that the University looks at for all fields.)**
* **Affect the graduate program (Again metrics as to selectivity of graduate program, success rate, time to degree, activities of graduates are measurable.)**
* **Contribute to building diverse and inclusive culture in department and university. (The university uses diversity numbers here as well.)**
* **Contribute to engagement with community, state, nation and the world.**