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Provost and Vice

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Affairs

### General Description

**Purpose:**

To promote transparency, open communication, and confidence in decision-making, this guidance reveals the general process in which expansion faculty positions are allocated to the Schools and Academic Departments.

**Definition:**

This guidance refers only to the allocation of faculty expansion lines for Academic Departments delivering curricula.

**Scope:**

This guidance refers only to the allocation of faculty expansion lines for Academic Departments delivering curricula. Faculty positions in units that do not reside in Academic Affairs, or do not deliver academic curricula, are allocated through other existing processes.

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### Policy/Procedure

It is our collective goal to increase the number of tenured faculty at CSUB. Tenure-track faculty are essential to any academic culture. To promote transparency, open communication, and confidence in decision-making, this guidance reveals the general process in which expansion faculty positions are allocated to the Schools and Academic Departments. Faculty expansion positions are those that permanently enlarge the faculty body. Also, this guidance refers only to the allocation of faculty expansion lines for Academic Departments delivering curricula. Faculty positions in units that do not reside in Academic Affairs, or do not deliver academic curricula, are allocated through other existing processes.

#### General Principles and Roles

- All Academic Departments should be notified and consulted when expansion positions are available
- Objective data should always inform the final allocation decision
- Role of the Office of the Provost is to make positions available and to lean on the counsel of the School Deans and Department Chairs as to the final departmental allocation
- Role of the School Deans is to communicate the status of the hiring cycle to the Department Chairs and consult the respective Department Chairs regarding requested positions, which should include the exchange of data
- Role of the Department Chairs is to be advocates for their units and provide their opinion to School Deans who will ultimately decide which positions to bring forward to the Office of the Provost

\*In special cases (e.g., legal requirement, externally funded or emergency need) the Provost will allocate expansion positions to a particular area

#### General Procedure for Allocation

- Office of the Provost will be notified regarding available expansion faculty positions
- School Deans will share available positions with their respective Departments Chairs and begin conversations as to which positions to bring forward
- Office of the Provost will collect position recommendations from the School Deans
- Office of the Provost will then direct the collection of relevant data regarding the position recommendations (e.g. Student-Faculty Ratio, Lower level impact, Upper level impact, Tenure Track Density, Graduation Rate, Departmental Filed Program Review, Change in 5 year FTES etc.)
  - Departments with a current Program Review on file will receive priority in expansion allocations
- Provost, in consultation with the School Deans, will make the final allocation of the expansion positions to the Schools
- School Deans, in consultation with the Provost, will make final expansion allocation to their respective Academic Departments
- Academic Departments will be informed by the School Deans to commence with the hiring process

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## **Review (Frequency and Process)**

Faculty Affairs should review this policy bi-annually in fall as the hiring process ramps up.