**Interim Resource Reviews and Position Requests – Guidelines from C&RC**

1. What is the impact of this position on majors, non-majors, the Vision (FYE, Honors, FURSCA, interdisciplinary programs, etc.) and the College?

2. Please provide a brief description and history of current staffing in the department. In your response, include a more detailed history of the position under review and discuss how your curriculum is related to this position.

3. Please provide at least a 5-year history of enrollment trends in the department and of the number of majors/minors in the department. Be sure to include the number of majors *graduating* from your department as well.

4. Please provide the enrollment history for courses taught by the person holding this position.

5. Is there feedback relevant to this position from any recent external reviews of the department? How do comparable schools (e.g., GLCA colleges) staff this position? Are there ‘best-practices’ in your discipline that have guidelines related to this position?

6. Given our resources and mission, what ideal form would this position take? How would you operate if this position was not continued? What are the implications for this position of anticipated future retirements?

*Please include a copy of the original job ad for the position under review (the Academic Affairs office should be able to help you with this request, if needed).*