

# Personnel Request Justification

**Date:** Click or tap here to enter text.

**Division:**Click or tap here to enter text.

**Department/Program:** Click or tap here to enter text.

**Number of Faculty Requested:** Click or tap here to enter text.

**For Retirement and Resignation, please list the position title and indicate the date that the retirement or resignation is/was effective**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Retired or Resigned Position** | **Date Effective** | **Retirement** | **Resignation** | **Other (Provide Explanation)** |
|  Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  |
|  Click or tap here to enter text. |  | [ ]  | [ ]  | [ ]  |
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**For Other, Please Provide Further Explanation:**

tap here to enter text.

**Please provide information for each of the following FOUR areas.**

1. **Demand for Academic Program**

(e.g., 5-year enrollment trend line, enrollment projections, Success, Retention, and Equity Gaps.# of full-time faculty already in the department, average number of adjunct faculty/term, average class size)

Click or tap here to enter text.

1. **Position Justification**

(e.g., Why is the faculty member needed? How will the mission and strategic priorities of De Anza be enhanced by this position?

Click or tap here to enter text.

1. **Impact**

(e.g., How will this faculty member impact the Department and the college? What are the implications of **NOT** funding the position?)

Click or tap here to enter text.

1. **Diversity**

(e.g., What steps should the Department and College take to ensure the candidate pool is diverse?

Click or tap here to enter text.