

**CAS OP 2.1: Application for Funding a Faculty Line**

**DATE:** January 10, 2025  
(minor revision, July 11, 2025)  
(updated form, September 17, 2025)  
(major revision, January 30, 2026)

**PURPOSE:** The purpose of this College Operating Policy/Procedure (COP) is to standardize the process through which departments and academic units (hereafter “departments”) in the College of Arts & Sciences (CAS) request and receive funding for faculty lines, including vacated lines.

**POLICY/PROCEDURE:****I. Overview:**

- a. Centralized state funding associated with faculty lines is administered and distributed by the Dean of CAS, with approval from the Office of the Provost. Departments may not fill a vacant faculty line, create a new faculty line, or conduct a search to fill a faculty line, until they have received approval from the Dean of CAS, who must first receive permission from the Office of the Provost.
- b. Departments should be aware that state funding associated with all faculty lines is routinely utilized by the Office of the Provost (and/or by the Dean) to support strategic hiring initiatives, partner accommodations, retention packages, and other needs. Therefore, departments in CAS do not automatically retain the funding associated with a vacated faculty line, nor are departments in CAS automatically entitled to funding for new faculty lines.

**II. Application:**

- a. Departments requesting funding for a faculty line must first apply to the Dean of CAS by submitting a form known as “COP Form 2.1: Application for Funding a Faculty Line.” This form requires departments to supply information aimed at justifying their request in direct view of the strategic mission and hiring priorities for the department, college, and university.
- b. Departments may access this form by [clicking here](#) or by downloading the form from the CAS website.
- c. CAS uses the information provided in COP Form 2.1 to complete additional forms mandated by the Office of the Provost. CAS does this to eliminate redundancy and expedite the review process, while reducing the burden on departments to submit the same information in multiple places. The Office of the Provost forms include:
  - i. Faculty Vacancy Notification (FVN) Form
  - ii. New Faculty Position: Facilities Notification Form
- d. Please note that, in addition to the application form, no search to fill a vacant faculty line will be authorized without formal documentation verifying the vacancy, such as the submission of a formal letter (or email) of resignation (or retirement) from the departing faculty member (excepting cases in which the departing faculty member is deceased), or an official letter of termination or non-reappointment.

**III. Exceptions:**

- a. Departments may petition the Dean for allowable exceptions to this process.
- b. Exceptions may include the redistribution of funding associated with a vacant faculty line to support increases to existing faculty salaries for reasons of compression, equity, or retention, as determined in consultation with, and approval from, the Dean.