****

**Department/Program Staffing Request Form for AY2026-27**

*Due to the Provost’s office by the last Friday in May*

*Submission instructions: Upload this form at* [*https://www.colby.edu/people/offices-directory/office-of-the-provost/resources/*](https://www.colby.edu/people/offices-directory/office-of-the-provost/resources/)*, go to the* ***Searches and Staffing*** *section*

Name:

Department Name:

Sabbaticals and other leaves scheduled for AY2026-27:

Number of positions being requested: 1 2 3 4+

**INSTRUCTIONS:**

**Please fill in one of the following pages for each position being requested. If your department or program is requesting more than three positions please copy and paste the request details section (highlighted in blue) onto the next page and continue as needed.**

**Request Details**

*Request 1* Type: Visiting Assistant Professor

Non-tenure Track Continuing (Lecturer)

Non-tenure Track Continuing (Assistant Professor)

Tenure Track (Assistant Professor)

Tenure Track (Open rank or senior hire)

If sabbatical replacement, name(s) of person(s) being replaced:

FTE: 0.2 0.4 0.6 0.8 1.0

Justification for the requested position (up to 1500 words total). Please include the following numbered sections.

1. Field of specialization, including courses to be taught and research area (if applicable).

2. Curricular needs justifying this position.

3. Collaborative opportunities with other departments (particularly those in IDS) that would be facilitated by the position.

4. The role of this position (for continuing positions) in the long-term plan for the department.

5. Other relevant information (*e.g.* historical context, visiting committee recommendations, support for W1 or other institutional priorities…)

6. Brief supporting paragraph from another department (if applicable).

**Request Details**

*Request 2* Type: Visiting Assistant Professor

Non-tenure Track Continuing (Lecturer)

Non-tenure Track Continuing (Assistant Professor)

Tenure Track (Assistant Professor)

Tenure Track (Open rank or senior hire)

If sabbatical replacement, name(s) of person(s) being replaced:

FTE: .2 .4 .6 .8 1.0 Title:

Justification for the requested position (up to 1500 words total). Please include the following numbered sections.

1. Field of specialization, including courses to be taught and research area (if applicable).

2. Curricular needs justifying this position.

3. Collaborative opportunities with other departments (particularly those in IDS) that would be facilitated by the position.

4. The role of this position (for continuing positions) in the long-term plan for the department.

5. Other relevant information (*e.g.* historical context, visiting committee recommendations, support for W1 or other institutional priorities…)

6. Brief supporting paragraph from another department (if applicable).

**Request Details**

*Request 3* Type: Visiting Assistant Professor

Non-tenure Track Continuing (Lecturer)

Non-tenure Track Continuing (Assistant Professor)

Tenure Track (Assistant Professor)

Tenure Track (Open rank or senior hire)

If sabbatical replacement, name(s) of person(s) being replaced:

FTE: .2 .4 .6 .8 1.0 Title:

Justification for the requested position (up to 1500 words total). Please include the following numbered sections.

1. Field of specialization, including courses to be taught and research area (if applicable).

2. Curricular needs justifying this position.

3. Collaborative opportunities with other departments (particularly those in IDS) that would be facilitated by the position.

4. The role of this position (for continuing positions) in the long-term plan for the department.

5. Other relevant information (*e.g.* historical context, visiting committee recommendations, support for W1 or other institutional priorities…)

6. Brief supporting paragraph from another department (if applicable).