

Rules for Submitting Faculty Justification

- Justification for “all” positions must be sent in “one” email. This will avoid the problem of us missing a position that comes in separately.
- Justifications must be sent as a “Word” attachment so that Olga can work with them. Please do not send a PDF file or write your justification into the body of an email.
- Justifications should have your Division name as a Header and then the faculty position name (like the following example below):

Name of Division Here

Name of faculty Position Here:

Written justification about the faculty position would go here.

- Justification must be sent to both Christina and Olga “by the Dean”
- Justifications are to be “narrative only”. Please do not include charts or data since this is already being included as a part of the “Criteria Data Sheet”.
- Justifications must “not” exceed one page in length (per position).