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## Updated Hiring Plan Instructions for 2023-24

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Fri, Oct 13, 2023 at 11:18 AM

To: CAS Department Chairs and Directors  
From: Dianne Harris, Dean  
Subject: Hiring Plan Instructions-- Update

Dear Colleagues,

I write to share updated instructions with you in support of your department's creation of a hiring plan. Please note that I am asking for one additional consideration this year: a focus on space. Our college is experiencing space constraints in ways that present new challenges, particularly related to the assignment of faculty offices. Although we do not expect you to solve those problems yourselves, we do ask that you be mindful of space needs when formulating your hiring plans and that you include proposals for the allocation of space for the new hires you are proposing.

As a reminder, hiring is among the most essential things we do at the university, and the vast majority of our college budget is devoted to faculty salaries and benefits. Evaluation over the past five years clarifies that the College of Arts and Sciences has reached a steady state in the overall size of its faculty (tenure track and teaching track faculty). Given existing and sustained budgetary constraints, our goal is to maintain this steady state. Where pressures are greatest, we can expand capacity to meet student demand, and where possible, we adjust resources to meet our emerging strategic areas of focus. Our fiscally constrained environment mandates that we make decisions about allocating searches with as much strategic care as possible. To that end, and to assist departments as they develop hiring plans, please use the following criteria as guideposts for your requests (additional information is available on the Administrative Gateway's Academic Personnel section):

- **CURRICULUM:** How will the proposed hire fulfill critical curricular needs? How is the unit innovating with its curriculum and pedagogy, and how does a hire in this area contribute to those efforts?
- **DEMAND:** Is there demonstrated student demand in the proposed hiring area? How is the unit prioritizing students? ***Enrollment trends should be considered as part of a larger consideration of both fiscal sustainability and the maintenance of a healthy departmental ecosystem.***
- **RESEARCH:** How does the proposed hire fit with or enhance the demonstrated research excellence of the unit? How is your field changing, and how is the unit positioning itself strategically within the field with this hire? How will your department be positively impacted through the desired new appointment(s)? How will this hire enhance your unit's strategic vision?

*NOTE: Expanding in a new direction will likely involve reallocation of existing resources.*

• **COMMUNITY/PUBLIC ENGAGEMENT:** Is there a demonstrated substantial and sustained high level of opportunity for community/public engagement that such a hire might address/serve?

• **VISION:** How does the proposed hire integrate with the overall hiring plan for the unit and the division? How does the proposed hire fit or enhance college-wide and university-wide strategic priorities, including consideration of grand challenge topics and university initiatives? Are there opportunities for partnership with other departments through joint appointments that would improve cross-departmental linkages and leverage resources? Will it facilitate interdepartmental collaboration, build cross-college connections, encourage interdisciplinary scholarship, or otherwise serve the common good? Note the expectation that the vision should be scaled to realistic expectations about the size of the department's faculty.

**SPACE:** What anticipated space needs will accompany each of the hires you propose? Do spaces assigned to your unit exist that can accommodate the needs of the proposed hire? If so, you must identify these spaces in your hiring request. If not, you should initiate a discussion with your Divisional Dean and the Senior Associate Dean for Research and Infrastructure to see how this problem can be solved.

In general, "replacement" arguments are not considered compelling reasons for hiring. Note that the College retains funding in its budget for the possibility each year of necessary partner hires that are enthusiastically advocated for by all units involved.

Additional information about developing a 5-year hiring plan is available on the Administrative Gateway.

If you have any questions about this process, please contact your divisional dean or Ivy Mason-Sharrah ([ivym@uw.edu](mailto:ivym@uw.edu)), the college's associate director for personnel.

I greatly appreciate your thoughtful work in generating your hiring plans and send my best wishes to all,

Dianne

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*The University of Washington acknowledges the Coast Salish peoples of this land, the land which touches the shared waters of all tribes and bands within the Suquamish, Tulalip and Muckleshoot nations.*