

UPDATED Requests for 2026-27 Searches – Instructions Page

Deadline: May 1, 2026

Format: Memo, template enclosed

- Part 1: for each position requested, provide narrative justifications for the position and for the requested salary/funding
- Part 2: complete the data table for all requested positions

Submit: Submit UPDATE memo to **School One Drive Folder¹** (Search Requests 2026-27)

Positions: All Teaching- and Tenure-Track Profs; Teaching Associates; competitive (PT) Lecturers

If re-submitting prior requests with new budget or funding circumstances, you may add that new information to a cover memo and enclose the original request memo with narrative and data table.

If you are making a new request for a position that was not previously requested this cycle, please complete the usual narrative justifications for the position and the requested salary/funding, and complete the data table for each new position.

Part I: Narrative Justifications

Provide an executive summary of the updated/changed requests for your school.

Required: For each requested position, please provide a narrative justification in two parts:

- (1) **a position justification**, including an additional justification if the requested position is above the rank of Assistant Professor or FTE% if competitive part-time Lecturer, and
- (2) **a salary/financial justification**

Justify the positions according to enrollment demand and curricular/programmatic need.

Specifically, **position justifications** must include:

- expected course load (per year),
- specific courses expected to be taught, and
- programmatic need, including
 - o demonstrated enrollment demand, curricular coverage, accreditation requirements and/or program viability/growth.

And the **salary/financial justifications** must include:

- expected source of funding for the position,
- equity analysis (how proposed salary compares to others at-rank in the unit), and
- peer comparisons and/or data from national organizations/accreditation entities (how the proposed salary compares to others in the field).

*If you are requesting multiple positions, especially positions new to your school, please indicate an order of importance or relative need/priority compared to the other requests.

Part II: Table of Information

For each requested position please submit a complete accounting of information via the provided table.

**Please use the enclosed template for your submission (it follows this instruction page)*

**Please submit only one UPDATED memo per school (ALL NEW ADDITIONS in one document).*

**If you have questions, please contact Sarah Davies Breen (sdaviesb@uw.edu).*

¹ If you or your staff have any issues accessing the school One Drive folder, please contact AHR Manager, Keying Wen at kwen1@uw.edu for assistance.

Date: [no later than **May 1, 2026**]
To: Andy Harris, EVCAA
Cc: Sarah Davies Breen, AHR
From: [NAME], Dean, [SCHOOL]
Re: **UPDATED** [SCHOOL] Request for 2026-27 Searches

Part I: Narrative Justifications

Position 1: [Rank/Title]

1.A. Position Justification

[[Enter Text Here]]

1.B. Salary & Financial Justification

[[Enter Text Here]]

Position 2: [Rank/Title]

2.A. Position Justification

[[Enter Text Here]]

2.B. Salary & Financial Justification

[[Enter Text Here]]

