**Sent on behalf of Stuart R. Bell, Executive Vice Chancellor and Provost  (see attached memo and template)**

It is time to begin planning our faculty staffing needs for the 2013-2014 academic year.  LSU is committed to hiring and retaining a diverse faculty who are world renowned scholars, excellent teachers, committed to community engagement and who support our Flagship 2020 priorities.  The strategic plan developed by the Office of Research and Economic Development provides our institutional perspective for our research and scholarly enterprise and should be reflected in your hiring plans.  Deans and directors are encouraged to discuss potential collaborations on positions to support building greater critical mass and complementary leveraging within the plans submitted.  Employing highly competent staff also will be critical as your units move forward in meeting the goals of your strategic plans.

The request for your hiring plans has two parts; a narrative explaining your prioritization and justification for the positions you wish to fill and completion of the attached spreadsheet which outlines the positions and start-up costs.  Below are some guidelines to help you with this process.

**Narrative**

•  The narrative should include an overview of how the proposed position hires relate to helping the University make substantial progress in Flagship 2020, your college strategic plan as well as the campus-wide ORED strategic plan.

•  The narrative should include a justification for each individual position for which you are requesting approval to hire. These might include statements regarding workload, strategic direction within your unit and how hires being considered by other units might leverage your unit plans.  Justifications should include opportunity for integration between departments and colleges as well  as supporting one or more of the focus areas in the ORED strategic plan ([http://issuu.com/lsuored/docs/ored\_strategic\_plan\_final\_10\_30\_12\_external\_docume](https://ch1prd0611.outlook.com/owa/redir.aspx?C=wUitE6_Sc0aPdahELTTOgWXDazuGH9AIzdqixMmMgxqCzn0RNPiWAMClZ1kcONY4rIpGvUeogLU.&URL=http%3a%2f%2fissuu.com%2flsuored%2fdocs%2fored_strategic_plan_final_10_30_12_external_docume))

**Spreadsheet**

**Priority:** Rank order your positions considering all positions in your College

**Rationale:**            Refer to a numbered justification in your narrative

**Start-up Funded by College, Department, Center:** The first $50,000 of start-up funding (including moving expenses) must be covered by the unit.

**Start-up Funded by ORED:** This will be limited in most instances to equipment and research space renovations.

**2012-13 searches to be continued in 2013-14:** Defined as those for which you have permission to fill and you anticipate will not be filled before July 1, 2013; i.e. continuing searches. Start-up funding has already been committed and will be rolled-over to your 2013-14 allotment.

**2013-14 searches:**  Defined as searches to fill existing and new positions that will be initiated by your college.

Please submityour plans electronically to Jane Cassidy ([jcassid@lsu.edu](https://ch1prd0611.outlook.com/owa/redir.aspx?C=wUitE6_Sc0aPdahELTTOgWXDazuGH9AIzdqixMmMgxqCzn0RNPiWAMClZ1kcONY4rIpGvUeogLU.&URL=mailto%3ajcassid%40lsu.edu)) by **Thursday, May 22nd.**