

Cover Sheet for Proposal of New Hires

Please Note: There are three parts for this proposal that must be completed.

PART ONE: POSITION REQUEST DETAILS

COLLEGE OR SCHOOL:

DEPARTMENT:

JOB TITLE:

Instructor

Assistant Professor

Associate Professor

Professor

ALTERNATIVE FACULTY APPOINTMENTS:

Clinical

Professional Practice

Visiting

SPECIFIC POSITION:

Chair

Program Director

NEW FACULTY LINE:

Yes (explain)

REPLACEMENT:

Yes

Faculty Member Replaced:

Reason for Replacement:

Retirement

Resignation

Other (specify)

IS THIS A REPLACEMENT FOR THAT FACULTY MEMBER'S TEACHING AND RESEARCH INTERESTS?

Yes

In Part (explain)

New Specialization (explain)

Priority among Proposed Positions (if recommending more than one):

PART TWO: JOB DESCRIPTION

I. POSITION SUMMARY INFORMATION:

JOB DESCRIPTION SUMMARY: *This initial paragraph is part of each posting.*

Nazareth College, an independent, comprehensive institution with 2300 undergraduate and 700 graduate students, prepares its graduates to serve local and global communities through a wide range of liberal arts and professional programs. Nazareth seeks to hire faculty and staff with a demonstrated commitment to teaching excellence, student success, and civic engagement, and an understanding of the educational benefits and importance of diversity, equity and inclusion as articulated in our Diversity Statement. The college is located minutes from downtown Rochester, New York, a city noted for its rich arts and cultural community and its international businesses and industry. Applications from candidates from diverse backgrounds are encouraged to apply.

Additional information for your ad (as you would like it to read in publications) i.e., start date, rank, department, etc.

Required Education:

Required Knowledge, Skills and Abilities:

Preferred Qualifications:

Special Requirements:

POSTING DETAILS INFORMATION:

Open Date

Close Date

Open Until Filled

Special Instructions for this Posting:

DOCUMENTS NEEDED TO APPLY:

Required Documents:

Cover Letter

Curriculum Vitae

Other

Unofficial Transcript

Optional Documents:

II. PROPOSED SEARCH COMMITTEE MEMBERSHIP: (Potential department and external members. Please refer to Guidelines for Full-time Faculty Searches for roles and responsibilities.)

Potential Department Members

Recommended External Members

Chair

III. Proposed Advertisement/Possible Publications: Positions will automatically be posted in *The Chronicle of Higher Education*, *Diverse Issues in Higher Education*, *Diversity Jobs* and *Inside Higher Ed* in addition to other sites. (Please refer to Guidelines for Full-time Faculty Searches for listings). Please list any additional unique sites and their cost that might contribute to the College's initiative to increase campus diversity.

Site/Publication

Cost

PART THREE: RATIONALE TO SUPPORT POSITION REQUEST: Please use this section to create the justification for this request.

I. DIVERSITY GOAL FOR THE SEARCH POOL:

Referencing the Fact Book Reports, [Percent Minority by Academic Department](#) and [Enrollment by Graduate Academic Programs](#), discuss your department's vision to increase student and faculty diversity in your department. Given the statistics available for your discipline, what goal would you set for your search as a reasonable percentage of diverse candidates? Please list the specific strategies you will use to actively solicit a diverse pool of applicants. https://www2.naz.edu/files/6515/4203/8944/Handbook_of_Best_Practices-11-08-18-2-4-1.pdf

II. ENROLLMENT TRENDS:

Referencing the Fact Book Report, [Undergraduate](#) and [Graduate](#) Enrollment Trends, discuss the impact of this data on your request. Do your enrollment trends support this position request? If not, what are the extenuating factors driving the request?

III. FACULTY-STUDENT RATIO:

Referencing the Fact Book Report, [FTE by Academic Department](#), discuss the impact of this request on the faculty-student ratio of your Department/Academic Unit.

IV. DEPARTMENT/ ACADEMIC UNIT WORKLOAD:

Briefly discuss the division of workload within your Department/Academic Unit. Are there department or program specific duties that drive this request? Is there an equitable distribution of teaching and workload within your Department/Academic Unit? How would this position address any inequities in these areas?

V. SUCCESS OF SEARCH:

Briefly discuss the programmatic impact of delaying this request or not filling this position.

VI. OTHER CONSIDERATIONS:

Are there any additional considerations that should be taken into account when reviewing this request?