

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:

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K " u@O Instructor

..... Assistant Pro

..... Associate Professor

..... Professor

ALTERNATIVE FACULTY APPOINTMENTS: Clinical

..... Professional Practice

..... †

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: *The initial paragraph is sample wording for Chronicle Ad.*

The Department of Nazareth College of Rochester, New York, invites applications for a tenure-track/ clinical position at the rank of Assistant Professor/ Associate Professor to begin . The department seeks candidates committed to teaching excellence at a comprehensive institution that supports both liberal arts curricula and professional programs. Applicants who will contribute to the college's commitment to a diverse and inclusive environment are encouraged to apply.

Additional information for your ad (as you would like it to read in publications)

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.

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?