

ACADEMIC PROGRAM BOARD REQUEST FOR FACULTY POSITION FOR 2025-26

The information requested and this cover sheet should be returned to Amy Beiter (beiter5@canisius.edu) in the Academic Affairs Office by **5:00 pm, Wednesday, May 22, 2024**.

Department: _____ Program: _____

Submitted by: _____ Date: _____

The information requested below will be used by the Academic Program Board (APB) in evaluating a department's or program's proposal for a full-time tenure-track, term (please specify length of term), long term without tenure, or clinical position.

Keep in mind that the APB members who will be reviewing your proposal are often outside of your discipline. It would be helpful to educate the committee as to how the position(s) aligns with contemporary trends in the discipline. In the process of formulating your request, please consider how the position might contribute to Canisius's Jesuit Catholic mission. You should discuss your request with your Dean, who will be evaluating the relative merit of requests from your school. The APB will make a recommendation to the Vice President for Academic Affairs based on the committee's consideration and ranking of all position requests.

Part 1: The Position:

- Describe the specific nature of the position sought including the courses to be taught. If this description is similar to a position you had previously, indicate why this position is still appropriate. If different, explain why the position is advantageous.
- Provide a rationale for the position request by explaining how the position will strengthen your department or program(s) and contribute to the department/program's long-term vision. How will the position affect your department's majors and/or minors, and upper and lower level course offerings? Provide additional rationale for the position request by explaining how the position will strengthen the University more broadly. List also any specific non-teaching duties of the former faculty member if this position is a replacement.

Part 2: Staffing and Enrollment:

Please refer to past and recent departmental data sets, departmental APB reports and/or CourseLeaf for the following information:

- Provide a departmental/program faculty teaching schedule for the most recent three academic years along with the enrollments for each course. The list should include courses taught by part-time faculty as well as full-time faculty. Please add a column to the spreadsheet identifying the major audience or audiences for the class (majors, minors, Core, Honors etc.). (*This information can be found in CourseLeaf.*) If relevant, provide information on changes in full-time versus part-time faculty FTE's as part of the justification for the faculty position.
- Provide a two-year teaching rotation/schedule for the position request along with anticipated course enrollments for each course.
- Please identify the number of majors by department/programs over the last 5-year period. Academic Affairs will provide this information.
- Please provide any other relevant information (e.g. staffing needs in response to accreditation requirements).