**Faculty and Teaching Staff Request Form**

**Instructions:** This form is to be submitted by the Department/IDP Chair/Coordinator to the Dean for each Faculty member (tenure-track or LTA), Lab Instructor or Nurse Educator position requested. The Dean will prioritize in alignment with the strategic needs of the Faculty overall, considering projected enrolments and teaching and research directions. You will be contacted when the position is approved or denied. Please attach additional pages if necessary.

Proposed Position Title (include proposed rank(s)):

Budget for the Position: \_\_\_\_\_\_\_\_\_\_\_ Permanent/Ongoing or Contract for \_\_\_\_\_ years

Academic Department:

Contact(s): Phone:

Tenure Track Positions will be approved only where such appointments meet clear strategic needs of StFX. The following circumstances will be granted preference:

i) Appointment is critical to the delivery of a program(s) showing sustainable enrolment trends

ii) Appointment will clearly support enrolment growth and increased sustainability of StFX

ii) Position opened due to denial of tenure

iii) Appointment is critical to a strategic research area of the University

**Type of Position (Choose One):**

|  |  |  |
| --- | --- | --- |
|  | **Tenure Track Faculty** (form due to Dean by September 15) | |
|  |  | |
|  |  |  |
|  | **Limited Term Faculty Appointment** (form due to Dean by December 1) | |
|  |  | |
|  |  |  |
|  | **Other Appointments** (Lab Instructor, Nurse Educator) | |
|  | Probationary appointment Continuing appointment | |
|  | Contractually limited Term Part-time appointment | |

**Replacement or new position?**

Is this a replacement for someone leaving in the past or current year? If so, replacement for whom?

Name:

Position:

Or, is this a new position?

**A. For all proposed appointments OTHER THAN FACULTY TENURE-TRACK APPOINTMENTS, please provide a brief rationale for the position in the context of teaching needs:**

**B. For proposed TENURE-TRACK APPOINTMENTS,** please describe how this Tenure Track appointment fits into the academic plans of the Department and Faculty by providing specific answers to the following questions:

1. **Please reference the following to demonstrate that the workload assigned to current faculty members warrants the addition of a new Tenure Track position. Please use enrolment data provided on AVP website, or request directly from Gina Sampson.** 
   1. Normal workload of current faculty members including teaching and research expectations and student class enrolments (if relevant)
   2. Proportion of courses currently taught by part-time or LTA faculty.
   3. Summary of alternate staffing options explored to cover these duties
2. **How will the introduction of this position impact upon capacity in the Department/IDP? Please reference:**
   1. Current student faculty ratio in the department and comparison with the Faculty and StFX university averages for related disciplines and/or other university averages
   2. How the position will help increase the number of NEW students to StFX
   3. Research capacity in the designated area and its relationship to other research initiatives of the department and/or University (for research oriented requests only)
3. **Are there additional facts that support the requested position?**

**TO BE COMPLETED BY THE DEAN OF THE FACULTY**

**Is the addition of this position financially rational for your faculty based upon conservative enrolment projections, expected retirements, overall university budget trends and other faculty/staff positions you have requested? Please explain briefly.**

**SIGNATURES**

**Department/IDP Chair/Coordinator Date**

**Dean Date**