One-Year Staffing Proposals

**Category:** Chairs

**Approval:** Dean of the Arts and Science Office

**Responsibility:** Dean of the Arts and Science Office

**Date:** March 2022

**Purpose**

A guideline for Chairs relating to Staffing plans.

Each fall Chairs are asked to make a written proposal to the Dean for academic staffing for Peterborough and Durham. See Chairs’ calendar for deadline for submission. The proposal should be developed after consultation with the member, the appropriate departmental committee, and the Directors of relevant graduate programs, and, in case of members with cross appointments to another department, with the Chair of the member’s other department. It should take the following into account:

* projected enrolments based on past experience
* new courses being introduced
* courses being dropped or not offered
* graduate courses being taught by members of their department
* approved sabbaticals
* known time releases for faculty
* retirements and partial retirements
* changes to science support personnel where applicable

Chairs are asked to submit their staffing proposals using the forms circulated by the Dean’s Office.

After reviewing departmental staffing proposals, the Dean will follow up with departmental Chairs.