

From: Stan Sclaroff, Dean of Arts & Sciences

Date: October 3, 2023

Subject: Annual Academic Planning Exercise Instructions (due Friday, December 1, 2023)

Dear Colleagues,

(These guidelines are also posted [here](#).)

It is time to launch the Academic Planning Self-Study exercise for the academic year (AY) 2024-2025 and the budget planning process for fiscal year (FY) 2025. **Please note that, per Juliana Walsh Kaiser's September 6 email, any large budget items (>\$50K) and new staff positions should have already been submitted separately by the September 27 deadline (to casdocs@bu.edu).**

The annual exercise comprises three interrelated components, all due by Friday, December 1, 2023:

1. Academic Planning Self-Study Report: Update your department's/program's baseline Academic Planning Self-Study Report from the previous year, using the Executive Summary section to highlight significant updates. The 2024-2025 report form is attached as a Word document to this email. Full instructions are incorporated into the Academic Planning Self-Study Form, which is available [here](#). Last year's Academic Planning Self-Studies for all departments and programs are available [here](#).

The purpose of the Self-Study is to help us fulfill the goals of (a) providing the best quality educational experience to our students at all levels; (b) making sure we offer the courses necessary to fulfill the implied promises of our academic programs in a timely way; (c) planning for staffing of our courses that as far as possible allows our students to work with the superb, nationally and internationally recognized faculty that drew our students to this university; and (d) sharing the obligations of our curriculum as equitably as possible among our faculty. In keeping with principles outlined in the [CAS Faculty/Staff Handbook](#), teaching assignments in departments having undergraduate curricula should be equitably distributed so that all faculty are participating in the undergraduate teaching mission of the College. **New to the Self Study document is a request in Section 1.D to describe any plans for faculty contributing to teaching needs in interdisciplinary programs.** We ask that you update this planning document on an annual basis to ensure that we continue to be active in pursuing these goals in our annual curriculum, budget, and faculty recruitment processes.

Assistant Dean Daryl Healea will email each chair/director separately in mid October with a 10-year dataset of course-level enrollment trends that should be used when strategizing in Section 2 of the Self-Study.

2. 2024-2025 Curriculum Planning: Develop your department's/program's proposed class schedule and teaching assignments for 2024-2025, including a course-by-course plan for utilization of the Teaching Fellows currently allocated to your department/program. Additional guidance for preparing your AY 2024-2025 Class Scheduling & Teaching Assignments can be found in the following two links:

[Guidelines: Class Scheduling, Teaching Assignments, and Supplemental Budget Requests](#)
[Academic Planning Database Manual](#)

The Academic Planning Database (APD) has been created for comprehensive and efficient submission of all information regarding course scheduling, faculty teaching assignments, and TF assignments. It provides an up-to-the-minute basis for both planning and final online scheduling of your department/program's Fall 2024 and Spring 2025 courses.

Academic Administrators in all departments and programs have been trained on the APD and are instrumental in its design and improvement. If any new faculty or staff need access to the APC, then simply contact Assistant Dean Daryl Healea (dhealea@bu.edu). Once the appropriate person(s) have been trained and granted access to the database, work for AY 2024-2025 may begin.

3. FY 2025 Budget Requests - Part-time Lecturer Needs and Supplemental

Funding: Following an assessment of your instructional and other budget needs, please complete the Budget Request form available [here](#) (under "Annual Part-time Lecturers & Supplemental Budget Request"). The form has changed slightly from last year so please read the instructions and use the updated form. Please list requests in order of priority and provide specific, detailed information about each request, either on the form or attached as backup. Again, and per Juliana Walsh Kaiser's September 6 email, any large budget items (>\$50K) and new staff positions should have already been submitted separately to casdocs@bu.edu.

Section I: Detail all of your needs and related costs for part-time Lecturers or faculty overbase to cover courses in AY 2024-2025, whether as a result of faculty leaves/sabbaticals, buyouts, administrative release, or regular assignment of that course to a part-time Lecturer. Section II: Analyze your budget to make sure you are making the best possible use of your resources, identify high priority areas of instructional and other budgetary needs for FY 2025 (July 1, 2024-June 30, 2025) that cannot be covered by current resources, and submit a well-documented request for additional one-time or continuing funding to cover those needs.

DEADLINE, FORMAT, AND CONSULTATION

The deadline for submission of all scheduling, budget, and academic planning documents is Friday, December 1. Please simply email all these documents to CASUAP@bu.edu.

The following are members of the Dean's Office who can help with specific questions:

Undergraduate Curriculum/Class Scheduling: Tereasa Brainerd/Daryl Healea

Graduate Curriculum/Teaching Fellows: Malika Jeffries-EL

Budget Requests: Paula Wasson

Sincerely,

Stan

--

Stan Sclaroff
Dean of Arts & Sciences
Boston University

Pronouns: he/him/his

