

Policy History
Policy No. GV9
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: January 27, 2016

Establishment and/or Discontinuance of Faculties and Departments Procedure

A. DEFINITIONS

1. **Department:** An educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge.
2. **Faculty:** An educational administrative division constituted by the Board of the University.
3. **School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty. Alternatively, a School may be an educational administrative unit which functions within a Faculty, similar to a Department.

B. PROCEDURES

1. Establishment of a Faculty
 - a. The Proponent of the proposed new Faculty will consult with the Provost regarding a preliminary proposal for the establishment of a new Faculty.
 - i. If the establishment of a new Faculty is a result of the amalgamation of two or more existing Faculties, the Proponent and the Deans of the respective Faculties will consult with the Provost regarding a preliminary proposal for the establishment of a new Faculty. If the Deans and the Provost are in agreement, the Deans, in consultation with the Faculty Councils, will jointly submit a proposal for a proposed new Faculty.
 - b. The Provost is responsible for reviewing the preliminary proposal and deciding whether or not to send it forward to the Senate Standing Committee on Academic Planning and Priorities for consideration. The Provost will provide SSCAPP and the proponent with a clear rationale for acceptance or rejection of the preliminary proposal. The preliminary proposal must include the following:
 - i. List of current Faculties
 - ii. Name of proposed new Faculty
 - iii. Academic, reputational, and operational rationale for creation of proposed new Faculty
 - iv. Organizational structure details of proposed new Faculty: number and names of proposed departments, programs, research units, and other academic services, indicating whether these are new or transfers from existing Faculties

- v. Initial assessment of the impact on current and future students as well as existing Faculties and departments resulting from the creation of the proposed new Faculty
 - vi. Proposed effective date
 - c. If after reviewing the preliminary proposal the Senate Standing Committee on Academic Planning and Priorities agrees that the creation of a new Faculty warrants further consideration, then a Task Force headed by the Provost or designate will carry out a thorough consultative process with stakeholders leading to a full written proposal which will include the following:
 - i. List of current Faculties
 - ii. Name of proposed new Faculty
 - iii. Academic, reputational, and operational rationale for creation of proposed new Faculty
 - iv. Organizational structure details of proposed new Faculty: number and names of proposed departments, programs, research units, and other academic services, indicating whether these are new or transfers from existing Faculties
 - v. Detailed assessment of the impact on current and future students as well as existing Faculties and departments resulting from the creation of the proposed new Faculty
 - vi. Timeline for the implementation including effective date, date of first admissions to the Faculty, etc.
 - vii. Thorough review of related Faculty structures at other Universities in Canada and elsewhere to inform discussion on best practices
 - viii. Five year projection of the number of students expected to be enrolled in courses and programs taught with the proposed new Faculty
 - ix. Five year projection of the number of faculty and staff that would comprise the proposed new Faculty
 - x. Five year projection of the capital budget for the proposed new Faculty
 - xi. Five year projection of the sustainability of the proposed new Faculty based on projected tuition and other revenues as well as operating costs
 - d. The Provost or designate(s) will present the proposal to the Senate of the University, which will consider the proposal by addressing the academic merits of the creation of a proposed new Faculty and Senate will make a recommendation to the Board concerning the proposal.
 - e. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for or against the creation of the proposed new Faculty and will make the final decision.
- 2. Discontinuance of a Faculty
 - a. To propose for the discontinuance of a Faculty, the Proponent and the Dean of the respective Faculty will consult with the Provost regarding a preliminary proposal for the discontinuance of a Faculty.
 - b. If the Dean and the Provost are in agreement, the Dean, in consultation with Faculty Council, will submit a proposal for the discontinuance of the Faculty.
 - c. The Provost is responsible for reviewing the preliminary proposal and deciding whether or not to send it forward to the Senate Standing Committee on Academic Planning and Priorities for consideration. The Provost will provide SSCAPP and the proponent with a clear rationale for acceptance or rejection of the preliminary proposal. The preliminary proposal must include the following:
 - i. List of current Faculties
 - ii. Name of Faculty to be considered for discontinuance

- iii. Academic, reputational, and operational rationale for discontinuance of the Faculty
 - iv. Preliminary plan for realignment of academic departments and/or programs within other Faculties
 - v. Initial assessment of the impact on students, staffing, facilities, operating and capital budgets as a result of the discontinuance of the Faculty
 - vi. Initial assessment of the impact on existing Faculties and Departments resulting from the discontinuance of the Faculty
 - vii. Proposed effective date
- d. If after reviewing the preliminary proposal the Senate Standing Committee on Academic Planning and Priorities agree that the discontinuance of an existing Faculty warrants further consideration, then a Task Force headed by the Provost or designate will carry out a thorough consultative process with stakeholders leading to a full written proposal which will include the following:
- i. List of current Faculties
 - ii. Name of Faculty to be considered for discontinuance
 - iii. Academic, reputational, and operational rationale for discontinuance of the Faculty
 - iv. Detailed plan for realignment of academic departments and/or programs within other Faculties
 - v. Detailed assessment of the impact on students, staffing, facilities, reputation, operating and capital budgets as a result of the discontinuance of the Faculty
 - vi. Timeline for implementation including effective date of discontinuance, date of last admission to the Faculty, etc.
 - vii. Detailed assessment of the impact on existing Faculties and Departments resulting from the discontinuance of the Faculty
- e. The Provost or designate(s) will present the proposal to the Senate of the University, which will consider the proposal by addressing the academic reasons for and against the discontinuance of the Faculty and Senate will make a recommendation to the Board concerning the proposal.
- f. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for and against the discontinuance of the Faculty and will make the final decision.
- g. The final decision will be communicated immediately to the appropriate government ministry, stakeholders, students and will be posted on the KPU website shortly after stakeholders have been contacted.
4. Establishment of a Department
- a. The Dean of the Faculty in which the proposed new Department will be housed will consult with the Provost regarding a preliminary proposal for the establishment of a new Department.
 - b. If the Dean and the Provost are in agreement, the Dean, in consultation with Faculty Council, will submit a proposal for a proposed new Department.
 - c. The Senate Standing Committee on Academic Planning and Priorities is responsible for reviewing the proposal. The proposal must include the following:
 - i. Faculty to which the proposed new Department will belong
 - ii. Programs, research units and other academic services that will be housed within the proposed new Department indicating whether these are new or are to be transferred from other areas

- iii. Academic, reputational, and operational rationale for creation of proposed new Department
 - iv. Assessment of the impact on current and future students as well as existing Faculties and Departments resulting from the creation of the proposed new Department
 - v. Proposed effective date for the new Department
 - vi. Five year projection of the financial sustainability of the proposed new Department including revenues and operating costs
- d. The Provost or designate(s) will present the proposal to the Senate of the University, which will consider the proposal by addressing the academic reasons for and against the creation of a proposed new Department and Senate will make a recommendation to the Board concerning the proposal.
- e. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for and against the creation of the proposed new Department and will make the final decision.
- f. The final decision will be communicated immediately to the appropriate government ministry, stakeholders, students and will be posted on the KPU website shortly after stakeholders have been contacted.
5. Discontinuance of a Department
- a. The Dean of the Faculty in which the proposed discontinued Department is housed will consult with the Chair/Coordinator and Provost.
 - b. If the Dean and the Provost are in agreement, the Dean, in consultation with Faculty Council, will submit a proposal to discontinue the Department.
 - c. The Senate Standing Committee on Academic Planning and Priorities is responsible for reviewing the proposal. The proposal must include the following:
 - i. Faculty to which the proposed discontinued Department belongs
 - ii. List of programs, research units and other academic services that will be impacted by the proposed discontinuance of the Department and plans for continuity. Refer to *Policy AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs* if programs are to be discontinued.
 - iii. Academic, reputational, and operational rationale for discontinuance of the Department
 - iv. Assessment of the impact on current and future student, faculty and staff as well as existing Faculties and Departments resulting from the discontinuance of the Department
 - v. Plan for reallocation of faculty and staff resources and impacted students, including timeline
 - vi. Proposed effective date for discontinuance of the Department
 - d. The Provost or designate(s) will present the proposal to the Senate of the University, which will consider the proposal by addressing the academic reasons for and against the discontinuance of the Department and Senate will make a recommendation to the Board concerning the proposal.
 - e. Although not a statutory requirement, the Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for and against the discontinuance of the Department and will make the final decision.
 - f. Proposals for moving a Department from one Faculty to another will not be considered the establishment of a new Department.

- g. Proposals for the discontinuance of a sole remaining Department in a Faculty will also be considered as the discontinuance of the Faculty altogether.

C. RELATED POLICY

Refer to *GV9 Establishment and/or Discontinuance of Faculties and Departments Policy*.