

Planning and Priorities Committee

Proposal to Disestablish a Department at the University of Saskatchewan

Information about organizational definitions can be found in Section I of the [Academic and Curricular Nomenclature Policy](#).

Formal Proposal to Disestablish a Department

A formal proposal should include:

- Name of Department
- Academic Rationale
- Department Management
- Resources and Budget
- Consultation

ACADEMIC RATIONALE

Please explain the academic rationale with respect to the disestablishment. This rationale should include information about the objectives associated with the disestablishment, and the benefits or challenges derived as a result of the disestablishment. Where relevant, the proposal should also indicate whether the disestablishment of the department is consistent with institutional priorities and goals as expressed in the [University Plan](#). To what degree, if any, is the disestablishment influenced by disciplinary models elsewhere or by financial considerations. Outline the timeline associated with the intended disestablishment.

Direct impact on the Department: Describe the implications of the disestablishment for the faculty, staff and students within the department, including a description of how the disestablishment will affect the department's faculty, staff and student complement. Confirm that the appropriate consultation has occurred with the Human Resources, the Vice-Provost, Faculty Relations, and other agencies and units as required regarding the transition of employees to other units or termination of employment.

Direct and indirect impact on other Departments and the broader University Community: Please indicate how the disestablishment relates to other department or college activities and plans, including the impact it will have on the activities of other departments throughout the college and/or outside the college, and on the broader university community and university as a whole.

Direct and indirect effect on alumni: Describe the anticipated effect of the disestablishment upon alumni associated with the department and what notice, if any, will be provided to alumni.

Undergraduate and Graduate Programs: Briefly describe how the academic programs currently housed within the department will be affected by the disestablishment [i.e. those programs that will be discontinued; those that may be moved to another unit in the university, how many students will be affected, and timeline applies to any programmatic changes as a result of the disestablishment]. Please note that advance consultation is required with Registrarial Services for programmatic changes requiring changes to the SI system due to the length of time required to build changes within the system (see Consultation with the Registrar Form at [Curricular Changes - Governance Office | University of Saskatchewan \(usask.ca\)](#)).

Research and Scholarly Work: Identify as specifically as possible the effect of the disestablishment of the department from a research perspective related to those scholars or groups of researchers either employed by or affiliated with the work of the department. Briefly describe whether the disestablishment will enhance research opportunities of existing areas of study elsewhere within the university.

Outreach and International Activities: Describe what effect the disestablishment will have on the outreach activities presently associated with the department, including international efforts.

DEPARTMENT MANAGEMENT

Clearly describe the management structure which will be put in place to oversee the disestablishment of the department, and the key individuals who will be administratively accountable.

RESOURCES AND BUDGET

Please describe the proposed financial basis for the disestablishment of the department. This should include the sources of funding for the discontinuation and potential re-location of the department's activities and whether a re-allocation of funds or in-kind resources from a department, college or the university will be required to successfully disestablish the department.

A letter of support from the Dean and or administrative lead committing to provide the necessary resources to disestablish the department should be included. If the disestablishment will result in a projected savings realized by the university, the proposal should identify the amount saved.



CONSULTATION

The proposal should outline any consultations that have occurred and the degree of support for the disestablishment of the department. Please attach a copy of any letters of support, including a letter from the dean of the unit, excerpts from approved faculty council minutes (if the disestablishment was considered at faculty council), excerpts from departmental meeting minutes discussing the disestablishment (if available), or a summary document outlining the views of the faculty members within the department involved regarding the disestablishment.

SUBMISSION

Ensure all information above is submitted in one complete package. Completed proposals can be submitted to governance.office@usask.ca.

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