



## Planning and Priorities Committee

### Proposal to Merge 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 Merge a Department

A formal proposal should include:

- Name of Department(s) Affected
- Proposed Name of New Department
- Academic Rationale
- Department Management
- Resources and Budget
- Space & Infostructure Requirements
- Consultation

#### ACADEMIC RATIONALE

Please explain the academic rationale with respect to the desired merger. Provide a brief description of the goals of the department and consistency with institutional priorities and goals as expressed in the [University Plan](#). Where relevant, the proposal should also indicate whether the establishment of the department is consistent with the goals of the constituent college and whether the creation of the department has been identified as an objective in any college-level plans. To what degree, if any, is the merger influenced by disciplinary models elsewhere. Outline the timeline associated with the intended merger.

**Impact on and relationships to other Departments:** Please indicate how the merger 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.

**Direct impact on the Departments that will be merged:** Describe the implications of the merger for the faculty, staff and students within the departments intending to merge together.



**Undergraduate and Graduate Programs:** Briefly describe what programs currently offered in the individual departments will be housed in the new department, and/or whether the merger will create the opportunity to develop new, unique programs, or to reduce programs, and what timeline applies to any programmatic changes as a result of the merger. 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 \(usask.ca\)](https://www.usask.ca/curricular-changes-governance-office)).

**Research and Scholarly Work:** Identify as specifically as possible particular scholars or groups of researchers who would be employed by or affiliated with the work of the newly merged department. This section should describe how the expertise and activities of these scholars will contribute to the work of the department or enable it to realize its objectives. Briefly describe whether the merger will enhance opportunities to develop new areas of scholarship and research and/or enhance existing areas of study.

**Outreach and International Activities:** Describe what effect the merger will have on the outreach activities of the departments involved, including international efforts.

## DEPARTMENT MANAGEMENT

Clearly describe the management structure which will be put in place to administer the combined department. The Dean who is administratively accountable for the Department should be identified and the mechanisms for reporting should be outlined. The individuals(s) responsible for transitioning the departments to the new structure should be identified.

## RESOURCES AND BUDGET

Please describe the proposed financial basis for the merger. This should include the sources of funding for the department, including existing sources of funding applied against the merger, and whether a re-allocation of funds or in-kind resources from a department, college or the University will be required.

The proposal should also include information about space, ICT and other infrastructure support and needs which would be used to establish the department and sources of funding for this.

A letter of support from the Dean and or administrative lead committing to funding for the department should be included. If the merger will result in a reduction of the resources required by the new department, the proposal should identify the amount saved.



## SPACE AND INFRASTRUCTURE REQUIREMENTS

The proposal should describe the degree of consultation that has taken place with Institutional Planning & Land Development (IPLD) as related to new space requirements related to the merger.

## CONSULTATION

The proposal should outline the degree of support for the merger. Attached to the proposal should be a copy of any letters of support including a letter of support from the dean of the department, excerpts from approved faculty council minutes (if the merger was considered at faculty council), excerpts from departmental meeting minutes discussing the merger (if available), or a summary document outlining the views of the faculty members within the departments involved regarding the merger.

## SUBMISSION

Ensure all information above is submitted in one complete package. Completed proposals can be submitted to [governance.office@usask.ca](mailto:governance.office@usask.ca).

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