

Planning and Priorities Committee

TEMPLATE FOR A PROPOSAL TO DISESTABLISH A DEPARTMENT

JULY, 2014

The Proposal should address the following questions. If a question cannot be fully addressed at the time of submission, an explanation should be provided.

1. Name of Department

2. 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 the goals of the constituent college stated in the college's integrated plans. To what degree, if any, is the disestablishment influenced by disciplinary models elsewhere or by financial considerations. Outline the timeline associated with the intended merger.

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 Division, 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 what

timeline applies to any programmatic changes as a result of the disestablishment]. Please note that advance consultation is required with Student and Enrolment Services Division 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 <http://www.usask.ca/secretariat/forms/>).

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.

4. Department Management

Describe clearly the management structure that will be put in place to oversee the disestablishment of the department, and the key individuals who will be administratively accountable.

5. Resources and Budget

The process for approval of the disestablishment of a department is intended to ensure that resources are available for the discontinuation and potential re-location of the department's activities. The budget for the disestablishment should address 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. The budget should also take into consideration all operations and facets of the department relative to its human resources, material assets, budgetary and other commitments, program offerings, and the potential effect of the disestablishment on the budgets of other units, including with reference to TABBS.

A statement of commitment and support from the dean of the college 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.

6. Consultation Undertaken and Letters of Support

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.

Please submit to:

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