

Planning and Priorities Committee

TEMPLATE FOR A PROPOSAL TO MERGE DEPARTMENTS

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. Departments Affected

2. Proposed Name of New Department

3. Academic Rationale

Please explain the academic rationale with respect to the desired merger. Provide a brief description of the goals of the combined department and consistency with institutional priorities as expressed in the college and university strategic and integrated planning documents. This statement should include information about the objectives associated with the merger, and the benefits and synergies derived as a result of the merger. Where relevant, the proposal should also indicate whether the establishment of the department is consistent with the goals of the constituent college stated in college integrated plans, and whether the creation of the department has been identified as an objective in any college integrated plan. 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 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 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.

4. Department Management.

Describe clearly the management structure that will be put in place to administer the combined department, the dean who will be administratively accountable, and the mechanisms for reporting. The individual(s) responsible for transitioning the departments to the new structure should be identified.

5. 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 to successfully establish the new department.

The budget should include projected faculty and support staff numbers along with an estimate of resources necessary and available to support the ongoing activities of the department. This section should clearly identify what, if any, new resources are required to support the merged department, over and above the resources currently used to support the existing departments. A statement of commitment and support from the dean of the college to provide the necessary resources through the reallocation of college resources, if necessary, 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.

6. Space & Infrastructure Requirements

The proposal should describe the degree of consultation that has taken place with the relevant Facilities Management Zone Manager about new space requirements related to the merger. Please identify a preliminary space plan (are renovations required?), establish a Class D estimate and preliminary schedule related to the space plan, develop an estimate with ICT for IT and telephone charges, and describe multimedia requirements for the space(s).

7. Consultation Undertaken and Letters of Support.

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.

Please submit to:

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