

UNIVERSITY COUNCIL  
**PLANNING AND PRIORITIES COMMITTEE**  
**FOR INFORMATION ONLY**

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**PRESENTED BY:** John Rigby, Chair, Planning and Priorities Committee

**DATE OF MEETING:** May 15, 2008

**SUBJECT:** **Guidelines for Establishing Departments**

**COUNCIL ACTION:** For information only

**CONTEXT AND BACKGROUND:**

Departments are created by the Board if authorized by Council; Senate also considers and recommends to the Board and Council whether or not the department should be established. Although the University merges, renames, and has disestablished departments, the establishment of a new department takes place very rarely. As a result, a new department has not been created at the University under the 1995 University of Saskatchewan Act.

**DISCUSSION SUMMARY:**

In response to a query on the process to establish a new department, the Planning and Priorities Committee created a set of guidelines in a template format to guide the development of formal proposals to establish new departments. In its creation of the guidelines, the Planning and Priorities Committee focused upon the academic rationale for establishing the department, impact of the department on other units, scholarly work affiliated with the department, the proposed management and financial basis, and approval by the relevant College Faculty Council.

**ATTACHMENTS**

Guidelines for Applications for the Establishment of Departments

**Guidelines for Applications for the Establishment of Departments  
at the University of Saskatchewan  
April 11, 2008**

A department is

An organizational unit of a College, the Faculty of which is responsible for the development and delivery of instruction and for carrying out research and scholarly work in a particular subject and/or related subjects.

**Template for a Formal Proposal for a Department**

**1. Name of Department.**

**2. Academic Rationale.**

**Terms of Reference:** Please explain why this department is needed. Provide a brief description of the goals of the department and consistency with institutional priorities as expressed in the Strategic Directions and the Foundational documents. Where relevant, the proposal should also indicate whether the establishment of the department is consistent with the goals of constituent college stated in Integrated College Plans, and whether the creation of the department has been identified as an objective in any Integrated College Plan. This statement should include information about department objectives, need for the department, demand, uniqueness and the expertise of the sponsoring unit. As well there should be a brief discussion of programs that will be developed and delivered by the department. Specify if programs will be transferred to the department or if new programs will be developed, or both.

**Impact and relationships:** Please indicate how this proposal relates to other department or college activities and plans, including the impact it will have on other departments' activities, on colleagues, on students and on other departments or colleges outside of the sponsoring college. This section should include a description of the links which are anticipated with individuals, groups or organizations at other institutions or outside the university setting.

**Consultation:** Describe the consultation process followed in putting together this proposal, including letters of support from Dean(s), from faculty who might be involved in the proposed department and others as appropriate.

**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 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.

### **3. Department Management.**

Describe clearly the management structure which will be put in place to administer the department. The Dean who is administratively accountable for the Department should be identified and the mechanisms for reporting should be outlined. A contact person or persons should be identified.

### **4. Resources and Budget.**

The process for approval of the creation of departments is intended to ensure that the allocation of University resources to them is made in a way which is consistent with the allocation of resources to other activities within the University, and also that departments have a clear means through which they can access the resources necessary to their effective operation. The budget should include projected faculty and support staff numbers along with an estimate of resources necessary to support the ongoing activities of the department.

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

The budget 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. Evidence of consultation with Facilities Management Division regarding physical resource requirements (space, renovations and equipment) should accompany the proposal.

### **5. Support.**

New departments require formal approval by the faculty of the sponsoring college. Please indicate by inclusion of excerpts from approved minutes what form that support took.

Support should also be sought from the Provost's Committee on Integrated Planning (PCIP).

### **6. Systematic Review.**

Once created departments will be subject to the normal review processes of the University.

### **Attachments.**

Attached to the Formal Proposal should be a copy of any letters of support, excerpts from approved faculty council minutes, and documentation to support the required consultation with Facilities Management Division.