



Planning and Priorities Committee

Application Guidelines for the Establishment of a Department at the University of Saskatchewan

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.

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

Formal Proposal for a Department Template

A formal proposal should include:

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

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 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. 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.

DEPARTMENT MANAGEMENT

Clearly describe 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.

RESOURCES AND BUDGET

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 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.

SUPPORT OF FACULTY COUNCIL

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

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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