

POLICY ON BOARD CONCURRENCE WITH THE ESTABLISHMENT OF AN ACADEMIC UNIT

PURPOSE

The purpose of this Policy is to set out the process to be followed to confirm the concurrence of the Board of Trustees with the establishment of a Faculty, school, institute, or department, as required by section 13 of the *Brock University Act*. Board concurrence with the establishment of an academic unit serves to ensure that the establishment of such units has taken into account resourcing considerations and is supported by both governing bodies of the University.

SCOPE

This Policy applies to the establishment of the following academic units (“**Academic Units**”): Faculties, schools, institutes, and academic departments.

This Policy does not apply to the establishment of:

- a. units through the merger or evolution of existing units where the Provost and Vice-President has determined there is no or minimal budgetary impact (e.g. units created through the merger of existing units, centres transitioning to departments);
- b. research centres and institutes; and
- c. operational departments that support academic functions.

This Policy is to be read and applied in conjunction with the [Senate Procedures for Establishing New Academic Units](#).

POLICY STATEMENT

As required by the *Brock University Act* and the University’s bi-cameral system of governance, the decision to establish an Academic Unit falls within the power of the University’s Senate but requires the concurrence of the Board. To ensure that Board concurrence is sought in an appropriate and timely manner, the process for obtaining Board concurrence shall proceed in parallel with the process for seeking Senate approval.

Concurrent review by Board

When a proposal to create a new academic unit is submitted for review to the applicable Senate committee(s), the Provost and Vice-President, Academic will submit a resourcing and budgetary plan for the proposed unit to the Financial Planning and Investment Committee.

Information required by Board

The resourcing and budgetary plan shall include details regarding:

- The alignment of the new unit with the University’s strategic plan and priorities;
- The resources anticipated for the new academic unit’s function (including human resources, facilities, equipment, and technology resources, financial resources and any other resourcing needs);
- Market analysis, competitive analysis, and enrolment projections;
- Revenue projections;
- Financing plan; and
- Analysis of the impact and implications for the University’s budget.

Consideration of financial and other operational implications

The President and Vice-Chancellor, in collaboration with the Provost and Vice-President, Academic and responsible unit lead shall consider any feedback or direction provided by the Financial Planning and Investment Committee in determining how to proceed with the proposal for the new academic unit.

Board concurrence

If Senate approves the establishment of a new academic unit, the President and Vice-Chancellor, in collaboration with the Provost and Vice-President, Academic and responsible unit lead, shall present the decision of Senate to the Board for its concurrence.

COMPLIANCE AND REPORTING

The President and Vice-Chancellor will be responsible for the interpretation and application of this Policy.

Policy Owner:	President and Vice-Chancellor
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Policy Lead:	University Secretary
Policy Classification:	Compliance and Governance
Approval:	Approved by the Board on the recommendation of the Governance/Nominating Committee
Effective date:	July 1, 2022
Next review:	July 2025
Revision history:	
Related documents:	Faculty Handbook Section 3:C:16 - Creation of New Academic Units and Senate Procedures for Establishing New Academic Units