

## **Report of Governance Task Force on Restructuring Academic Units**

### **Scope**

For the purposes of this FHB provision the term “Academic Unit” refers to Schools, Departments, Centres, and Faculties.

The restructuring process for academic units that is described below is relevant to the following restructuring proposals:

1. merging or consolidation of academic units
2. division or separation of an academic unit, which results in the creation of a new and/or substantially modified unit(s)

The academic unit restructuring process does not apply to the following situations:

1. creation of a new academic unit outside of the above processes;
2. discontinuation of an academic unit outside of the above processes;
3. transition from a center to a department or vice versa;
4. restructuring of programs within or across academic units, without structural changes in those units; and
5. restructuring within the Library.

### **Overall Restructuring Process for Academic Units (see Flow Chart)**

1. Academic Plan is developed and voted on by affected academic units, following wide consultation.
2. Academic Plan, along with the results of consultations and evidence of its approval or disapproval by affected academic units, is presented to the entire Senate for approval in principle.
3. Proposed changes to programs, as well as changes to unit names, are referred to appropriate Senate Committees for their consideration and recommendation to Senate, following already established FHB procedures:
  - a. Proposed changes in undergraduate programs are referred to UPC.
  - b. Proposed changes in graduate programs are referred to SGSC.
  - c. Proposed changes involving IQAP are referred to ARC.
  - d. Proposed name changes are referred to Governance.
4. The final overall academic plan, including any revisions recommended by Senate and/or its Committees as a result of the above process, is approved by Senate as a whole restructuring plan.

## **Elements of Academic Plan for Restructuring Academic Units**

### **1. Overview**

Summary of the proposed restructuring, including identification of the affected units and programs.

### **2. Rationale**

Provision of a clear rationale for proposed restructuring that includes academic reasons, as well as genuine/reasoned consideration of alternatives.

- Evidence of accordance with University mission, planning, and strategic priorities as relevant.
- Evidence of societal need associated with restructuring (as relevant).
- Evidence of student demand, gains and benefits associated with restructuring (as relevant).
- Demonstration that the restructured unit will benefit the current and potential quality of research, teaching, and service of its members
- Discussion of program uniqueness and/or duplication in context of existing programs at Brock University or elsewhere (Ontario) as relevant.
- Discussion of current and potential contributions and/or growth of proposed units as outlined in the restructuring plan.

### **3. Restructuring Plan**

- Detailed description of the proposed plan, including the proposed academic governance of the restructured units.
- Identification of individuals (or positions) who will be responsible for each step of the restructuring process.
- Demonstration of alignment between individual staff and faculty appointments and proposed restructuring.
- Demonstration that any job redefinitions, losses, or transfers that occur as a result of the restructuring will be implemented without negative impact on the quality of academic and scholarly activities, services to students, and community engagement in which unit members are engaged.
- Anticipated impact on programs and academic units other than those being restructured.

### **4. Viability**

- Outline of required resources (operational/physical, technical administrative, and financial) associated with restructuring proposal.
- Detailed rationale for any additional costs and/or personnel associated with proposal (temporary and/or ongoing).
- Detailed rationale for any cost efficiencies/savings and/or removal of personnel (temporary and/or permanent).

- Decanal budgetary approval for proposed restructuring.

## **5. Consultative Process**

- Evidence of consultations and decision-making processes that provide direct and meaningful input from all affected members and/or stakeholders.
- Description of any alternative plans that were considered and the reasons for their rejection.
- Timelines associated with consultation and decision-making processes and associated outcomes (e.g., results of department vote, individual ballots), with minority reports as relevant.
- Evidence of approval or disapproval of submitted Academic Plan from all affected members/units, including associated outcomes (e.g., results of departmental vote, individual ballot) and minority reports as relevant. These include, but are not restricted to, reports from Chairs, Directors, and/or Deans of affected units.

## **6. Timelines**

Outline of implementation stages and associated timelines, including reviews and approvals from other internal and/or external review/accreditation units, as relevant.

*February 6, 2016*