

Scope

The following procedures are to be followed when an academic unit is created de novo under [Faculty Handbook 3:C.16](#). For the purposes of this process, the term “Academic Unit” means an academic department, centre, or institute, and does not include a Faculty, School or College or research centres or institutes. The type of unit being established (Department, Centre, Institute) should be aligned with the Academic Organizational Nomenclature in [Faculty Handbook Section 3:A.6.3](#).

For the merger or consolidation of academic units or the division or separation of an academic unit, which results in the creation of a new and/or substantially modified unit(s), [Faculty Handbook Section 3:C.12](#) will apply.

Process

A proposal to establish a new academic unit may be initiated by one or more members of the full-time teaching staff, Department Chair(s), Centre Director(s), Graduate Program Director(s), Dean(s), or the Provost. Prior to developing a formal proposal, the proponent(s) shall meet with the Dean of the Faculty in which the proposed new academic unit will be housed to discuss the merits and feasibility of the proposed academic unit. The Dean will serve as the lead in moving the proposal for a new academic unit forward to Senate.

Any proposal for the establishment of a New Academic Unit must include an Academic Plan for the unit. To facilitate completion of the proposal, including the Academic Plan, an application template is available online on the [University Secretariat’s website](#).

To move a proposal, including the academic plan, to establish a new academic unit forward to Senate, the following process will be followed:

- 1) **Discussion with Dean:** pre-submission discussion between the proponent(s) and the Dean.
- 2) **Preliminary consultation with Provost:** The Dean of the Faculty in which the proposed new academic unit will be housed will consult with the Provost regarding a preliminary proposal for the establishment of the new academic unit. The intent of this consultation is to affirm that the proposed unit addresses and supports the academic mission of the University.

- 3) **Consultation with stakeholders:** Following successful consultation with the Provost, the appropriate Dean shall:
 - a. present the proposal for the new academic unit to, and invite feedback from, all members of their Faculty;
 - b. present the proposal for the new academic unit to University Library, the Office of Research Services and ITS for consultation and feedback;
 - c. bring the proposal for the new academic unit to the Executive Committee/Chairs and Directors group in their Faculty for consultation;
 - d. bring the proposal for the new academic unit to the Committee of Academic Deans (CAD) for discussion and feedback; and,
 - e. consult with the Provost.

- 4) **Refinement of proposal and supporting documentation:** The Dean may ask the proponent(s) of the proposed new academic unit to provide additional information and/or modify the academic plan for the new unit, considering feedback received at any stage in the approval process.

- 5) **Review by Senate committees:** The Dean will forward the proposal to create a new academic unit along with their recommendation in support of the proposal to the appropriate Senate committees as follows:
 - a. Information Technology and Infrastructure (IT&I) and Planning, Priorities and Budget Advisory Committees (PP&BAC) are consulted from a planning and infrastructure perspective and provide feedback to the Dean prior to the proposal moving to the Undergraduate Program Committee (UPC) and/or Senate Graduate Studies Committee (SGSC).
 - b. For an academic unit offering an undergraduate degree program: any proposal for the establishment of the new academic unit wanting to offer a degree program, whether existing or new, at the undergraduate level shall be submitted to UPC, which will report to Senate its recommendation regarding establishment of the new unit.
 - c. For an academic unit offering a graduate degree program: any proposal for the establishment of the new academic unit wanting to offer a degree program, whether existing or new, at the graduate level, shall be submitted to SGSC, which will report to Senate its recommendation regarding establishment of the new unit.
 - d. For an academic unit offering both undergraduate and graduate degree programs: any recommendation for the establishment of the new academic unit wanting to offer degree programs, whether existing or new, at the undergraduate and graduate levels, shall be submitted to UPC and SGSC. A joint meeting of both committees will be held to review the proposal, with each

committee reporting to Senate their recommendation regarding establishment of the new unit.

- 6) **Approval by Senate:** A recommendation from UPC and/or SGSC regarding the establishment of the new academic unit is brought to Senate for approval.
- 7) **Concurrence of the Board of Trustees:** Under The Brock University Act, the establishment of a new academic unit is subject to the concurrence of the Board of Trustees. If Senate approves the establishment of the new academic unit, the Provost will present the decision to the Board for its concurrence.
- 8) **Communication & implementation:** Upon Senate approval and Board concurrence, the Dean(s) will be responsible for overseeing a communication plan to internal (e.g., Registrar's Office, Admissions, Recruitment, Marketing & Communications, students, etc.) and external stakeholders announcing the establishment of the new academic unit and for the establishment and implementation of the new unit.

Elements of Academic Plan for New Academic Units

Any proposal for the establishment of a new academic unit must include an academic plan, prepared by the proponent(s) for the new unit, that includes the following information:

- 1) Overview
Preliminary information regarding the name of the new academic unit, type of unit (Department or Centre), the home Faculty, the proposed effective date, the chief proponent, the Dean, date of submission, etc.
- 2) Executive Summary
A concise summary of the academic plan
- 3) Rationale
A clear, detailed rationale for the establishment of the new academic unit including:
 - a. Academic rationale for the new unit;
 - b. Unit vision and mission;
 - c. Alignment with the Institutional Strategic Plan priorities, goals and actions;
 - d. Discussion of the current and potential contributions of the proposed unit to the growth and development of the University;
 - e. Demonstration that the proposed unit will benefit the current and potential research, teaching and service activity of its members.

4) Consultation

An account of the history of the development of the proposed unit and the consultations conducted.

5) Academic Programming

A listing of the undergraduate and graduate degree programs to be homed in the new academic unit, including minors, certificates, majors, co-op, honours, with major, pass, etc. Programs to be delivered by the new unit fall into two categories:

- a. Existing program(s) of study: housed within an existing academic unit, has reached a level of maturity in terms of disciplinary or cross-disciplinary faculty participation, with shared research and teaching interests, and for which responsibility will be transferred to the new academic unit.
- b. New program(s) of study: to be delivered through the new academic unit. Such programs will follow the new program approval process outlined in Brock's Institutional Quality Assurance Processes ([IQAP](#)) and to be delivered through the new unit. For new programs, the academic plan will include information on the status of the program proposal progress through the IQAP process.

6) Governance

Describe the governance model for the proposed unit in compliance with university documents (e.g. Brock-BUFA Collective Agreement, Faculty Handbook), including departmental rules of procedures.

7) Resources

Details of the resources required for the new academic unit's functioning, including the conditions by which existing resources will be transferred to and the provision of new resources in support of the new unit will be forthcoming;

- a. Human
 - i. Faculty (FTE) - new hires, transfers, cross appointments, role of adjuncts, etc. for the operation of the proposed unit and delivery of its programs
 - ii. Staff (FTE) - administrative, technical, etc. in support of the operations of the proposed unit.
- b. Physical- provide information and a breakdown of the physical resource requirements for the proposed unit
 - i. Offices for faculty and staff
 - ii. Student space
 - iii. Research space
 - iv. Equipment - provide details of any special equipment necessary for the functioning of the academic unit

- v. Library resources
- vi. IT
- vii. Other physical resource needs
- c. Financial
 - i. Anticipated financial resources required, for startup and ongoing operations of the new academic unit, including operating costs by year, until steady state is achieved.
- d. Other Resource needs

Approved at Senate 683 - October 28, 2020