

Scope

Pursuant to Senate's power under the Brock University Act to take part in planning and development of the University, consultation with Senate is required prior to any restructuring within the Brock University Library.

The consultation process set out below applies to the following structural changes:

- merging or consolidation of library departments;
- division or separation of a library department, which results in the creation of a new and/or substantially modified department(s);
- creation of a new department;
- dissolution of a department.

The library department restructuring process does not apply to the following situations:

- changes within or across library departments, without structural changes of those departments;
- changes to department names without structural changes to those departments;
- creation or discontinuation of library services that do not involve changes to departmental structure.

The University Librarian shall develop a restructuring plan following wide consultation within the Library and with any affected units outside the Library.

1. The plan, along with the results of consultations, is presented to the appropriate Senate committee(s) for feedback (e.g. restructuring with implications for research will be presented to the Research and Scholarship Policy Committee, restructuring with implications for programs of study will be presented to the Undergraduate Program Committee and/or Graduate Studies Committee, restructuring with implications for academic information technology and facilities needs will be presented to the Information Technology & Infrastructure Committee). If no appropriate Senate committee(s) can be identified, the plan will be presented to PPBAC.
2. The final overall restructuring plan, including a rationale for any accepted or rejected recommendations from Senate committees, will be brought to Senate for consultation and an opportunity for endorsement.

Elements of a Plan for Restructuring within the Library

1. Overview

Summary of the proposed restructuring, including identification of the affected departments within the Library and affected units outside the Library.

2. Rationale

Provision of a clear rationale for proposed restructuring that includes (but is not limited to) academic reasons. The rationale should address the following points where they are relevant to a given proposed restructuring:

- Accordance with University mission, planning, and strategic priorities.
- Accordance with institutional need associated with restructuring.
- Benefits to student success associated with restructuring.
- Benefits to teaching and research associated with restructuring.
- Genuine/reasoned consideration of alternatives, if appropriate.

3. Restructuring Plan

- Detailed description of the proposed plan.
- Anticipated implications on size and composition of library staff complement.
- Anticipated implications on library programs, services, and departments.
- Anticipated impact on affected units within the Library other than those being restructured.
- Anticipated impact on units outside the Library.

4. Viability

Outline of and rationale for required resources (operational, physical, technological, administrative, and budgetary) associated with restructuring proposal.

5. Consultative Process

- Evidence of consultations that provide an opportunity for direct and meaningful input from all affected staff.
- Evidence of consultations that provide an opportunity for direct and meaningful input by relevant stakeholders.
- If appropriate, description of any alternative plans that were considered and the reasons for their rejection.
- Timelines associated with the consultative process.
- A summary of feedback received in the course of consultations, including minority views.
- Evidence of due consideration given to consultation responses.

6. Timelines

Outline of implementation stages and associated timelines.