

Policy History
Policy No. GV9
Approving Jurisdiction: Board of Governors, with Senate advice
Administrative Responsibility: Provost and Vice President Academic
Effective Date: November 30, 2022

Establishment and/or Discontinuance of Faculties and Departments Procedure

A. DEFINITIONS

1. **Department:** An educational administrative sub-unit of a Faculty and/or School within a University dealing with a particular field of knowledge.
2. **Faculty:** An educational administrative division constituted by the Board of the University.
3. **Proponent:** Dean (or designate), Director (or designate), Department, School, or Faculty (or a committee of one of these bodies).
4. **School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty. For the purpose of this policy, the establishment and/or discontinuance of a School will follow the same processes for a Faculty as described in this procedure.
5. **Teaching Centre/Institute:** An educational administrative division constituted by the Board with particular delegated functions that exceed the normal authority of Departments. For the purpose of this policy, the establishment and/or discontinuance of a Teaching Centre/Institute will follow the same processes for a Department as described in this procedure.

B. PROCEDURES

1. Establishment of a Faculty
 - a. The Proponent of the proposed new Faculty will consult with the Provost regarding a preliminary proposal for the establishment of a new Faculty.
 - i. If the establishment of a new Faculty is a result of the amalgamation of two or more existing Faculties, the Proponent and the Deans of the respective Faculties will

consult with the Provost regarding a preliminary proposal for the establishment of a new Faculty. The Deans, in consultation with the Faculty Councils, will jointly submit a preliminary proposal for a proposed new Faculty.

- b. The Proponent will be responsible for overseeing the development of the preliminary proposal for a proposed new Faculty, which will include the following:
 - i. List of current Faculties
 - ii. Name of proposed new Faculty
 - iii. Academic, reputational, and operational rationale for creation of proposed new Faculty
 - iv. Organizational structure details of proposed new Faculty: number and names of proposed Departments, programs, research units, and other academic services, indicating whether these are new or transfers from existing Faculties
 - v. Initial assessment of the impact on current and future students as well as existing Faculties and Departments resulting from the creation of the proposed new Faculty
 - vi. Proposed effective date
 - vii. Results of a vote if the establishment of a new Faculty is the result of the amalgamation of two or more existing Faculties)
 - viii. Transition plan (if the establishment of a new Faculty is the result of the amalgamation of two or more existing Faculties)
 - ix. Implementation plan
 - x. Recommendations, feedback and responses collected by the Proponent from key interested parties of the University, including Faculty Councils (if applicable), students and members of the University community.
- c. The Proponent will forward the preliminary proposal to the Provost who will consider the merit of the proposal. The Provost will provide an evidence-based rationale for acceptance or rejection of the preliminary proposal to the Proponent, who will forward both the preliminary proposal and the Provost's rationale to the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) for recommendation to Senate for consideration.
- d. If after reviewing the preliminary proposal the Senate agrees that the creation of a new Faculty warrants further consideration, then a Task Force headed by the Provost or designate(s) will carry out a thorough consultative process with key interested parties leading to a full written proposal which will include the following:
 - i. List of current Faculties
 - ii. Name of proposed new Faculty
 - iii. Academic, reputational, and operational rationale for creation of proposed new Faculty
 - iv. Organizational structure details of proposed new Faculty: number and names of proposed Departments, programs, research units, and other academic services, indicating whether these are new or transfers from existing Faculties
 - v. Detailed assessment of the impact on current and future students as well as existing Faculties and Departments resulting from the creation of the proposed new Faculty

- vi. Timeline for the implementation including effective date, date of first admissions to the Faculty, etc.
 - vii. Thorough review of related Faculty structures at other Universities in Canada and elsewhere to inform discussion on best practices
 - viii. Five year projection of the number of students expected to be enrolled in courses and programs taught with the proposed new Faculty
 - ix. Five year projection of the number of faculty and staff that would comprise the proposed new Faculty
 - x. Five year projection of the capital budget for the proposed new Faculty
 - xi. Five year projection of the sustainability of the proposed new Faculty based on projected tuition and other revenues as well as operating costs
 - xii. Results of a vote (if the establishment of a new Faculty is the result of the amalgamation of two or more existing Faculties)
 - xiii. Transition plan (if the establishment of a new Faculty is the result of the amalgamation of two or more existing Faculties)
 - xiv. Implementation and communication plan
 - xv. Recommendations, feedback and responses collected by the Proponent from key interested parties of the University, including Faculty Council, students and members of the University community.
- e. If the Senate does not agree that the preliminary proposal merits further consideration, the Proponent may forward it to the Board, with Senate's rationale, to determine whether it warrants further consideration. If the Board determines that the preliminary proposal has merit, a Task Force headed by the Provost or designate(s) will carry out a thorough consultative process with key interested parties leading to a full written proposal (see d. above).
- f. The Provost or designate(s) will present the full written proposal that was developed by the Task Force to the Senate of the University, which will consider the proposal by addressing the academic and reputational merits for and against the creation of a proposed new Faculty and Senate will make a recommendation to the Board concerning the proposal.
- g. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for or against the creation of the proposed new Faculty and will make the final decision.
- h. The Provost or designate(s) will communicate the final decision immediately to the appropriate and relevant key parties, University community, students and will be posted on the KPU website shortly after all key interested parties have been contacted.
2. Discontinuance of a Faculty
- a. To propose for the discontinuance of a Faculty, the Proponent will consult with the Provost and Faculty Council regarding a preliminary proposal for the discontinuance of a Faculty.
 - b. The Proponent, in consultation with Faculty Council, will submit a preliminary proposal for the discontinuance of the Faculty and will include the following:
 - i. List of current Faculties
 - ii. Name of Faculty to be considered for discontinuance

- iii. Academic, reputational, and operational rationale for discontinuance of the Faculty
 - iv. Preliminary plan for realignment of academic Departments and/or programs within other Faculties
 - v. Initial assessment of the impact on students, staffing, facilities, operating and capital budgets as a result of the discontinuance of the Faculty
 - vi. Initial assessment of the impact on existing Faculties and Departments resulting from the discontinuance of the Faculty
 - vii. Proposed effective date
 - viii. Transition plan
 - ix. Implementation and communication plan
 - x. Recommendations, feedback and responses collected by the Proponent from key interested parties of the University, including Faculty Council, students and members of the University community
- c. The Proponent will forward the preliminary proposal to the Provost who will consider the merit of the proposal. The Provost will provide an evidence-based rationale for acceptance or rejection of the preliminary proposal to the Proponent, who will forward both the preliminary proposal the Provost's rationale to the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) for recommendation to Senate for consideration.
- d. If after reviewing the preliminary proposal the Senate agrees that the discontinuance of an existing Faculty warrants further consideration, then a Task Force headed by the Provost or designate(s) will carry out a thorough consultative process with key interested parties leading to a full written proposal which will include the following:
- i. List of current Faculties
 - ii. Name of Faculty to be considered for discontinuance
 - iii. Academic, reputational, and operational rationale for discontinuance of the Faculty
 - iv. Detailed plan for realignment of academic Departments and/or programs within other Faculties, including how issues will be addressed if the recommendation is to move the operations of one Faculty to another
 - v. Detailed assessment of the impact on students, staffing, facilities, reputation, operating and capital budgets as a result of the discontinuance of the Faculty
 - vi. Timeline for implementation including effective date of discontinuance, date of last admission to the Faculty, etc.
 - vii. Detailed assessment of the impact on existing Faculties and Departments resulting from the discontinuance of the Faculty
 - viii. Transition plan
 - ix. Implementation and communication plan
 - x. Recommendations, feedback and responses collected by the Proponent from key interested parties of the University, including Faculty Council, students and members of the University community
- e. If the Senate does not agree that the preliminary proposal merits further consideration, the Proponent may forward it to the Board, with Senate's rationale, to determine whether it

warrants further consideration. If the Board determines that the preliminary proposal has merit, a Task Force headed by the Provost or designate(s) will carry out a thorough consultative process with key interested parties leading to a full written proposal (see d. above).

- f. The Provost or designate(s) will present the full written proposal that was developed by the Task Force to the Senate of the University, which will consider the proposal by addressing the academic and reputational merits for and against the discontinuance of the Faculty and Senate will make a recommendation to the Board concerning the proposal.
 - g. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for and against the discontinuance of the Faculty and will make the final decision.
 - h. The Provost or designate(s) will communicate the final decision immediately to the appropriate and relevant key parties, University community, students and will be posted on the KPU website shortly after all key interested parties have been contacted.
3. Establishment of a Department
- a. The Dean of the Faculty in which the proposed new Department will be housed will consult with the Provost regarding a preliminary proposal for the establishment of a new Department.
 - i. A service Department, such as one from the Faculty of Educational Support and Development, may move to another Faculty without implicating this Policy, though Bylaw changes may be required as appropriate.
 - ii. In order to become an academic Department within that Faculty, though, would require the proposal, under this policy of a new academic Department.
 - b. The Dean, in consultation with Faculty Council, will submit a full written proposal for a proposed new Department to the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) for recommendation to Senate for consideration.
 - c. The Senate is responsible for reviewing the full written proposal, which must include the following:
 - i. Faculty to which the proposed new Department will belong
 - ii. Programs, research units and other academic services that will be housed within the proposed new Department indicating whether these are new or are to be transferred from other areas
 - iii. Academic, reputational, and operational rationale for creation of proposed new Department
 - iv. Assessment of the impact on current and future students as well as existing Faculties and Departments resulting from the creation of the proposed new Department
 - v. Proposed effective date for the new Department
 - vi. Implementation and communication plan
 - vii. Proposed changes to Bylaws (if a Department is moving from one Faculty to another)

- viii. Results from Faculty Councils on a simple majority vote (if a Department is moving from one Faculty to another)
 - ix. Five year projection of the financial sustainability of the proposed new Department including revenues and operating costs
 - x. Recommendations, feedback and responses collected by the Proponent from key interested parties of the University, including Faculty Council(s), students and members of the University community
- d. The Provost or designate(s) will present the full written proposal that was developed by the Dean to the Senate of the University, which will consider the proposal by addressing the academic reasons for and against the creation of a proposed new Department and Senate will make a recommendation to the Board concerning the proposal.
 - e. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for and against the creation of the proposed new Department and will make the final decision.
 - f. The Provost or designate(s) will communicate the final decision immediately to the appropriate and relevant key parties, University community, students and will be posted on the KPU website shortly after all key interested parties have been contacted.
4. Discontinuance of a Department
- a. The Dean of the Faculty in which the proposed discontinued Department is housed will consult with the Department Chair/Coordinator and the Provost.
 - b. The Dean, in consultation with Faculty Council and the Department Chair/Coordinator, will submit a full written proposal to discontinue the Department to the Senate Standing Committee on Academic Planning and Priorities (SSCAPP) for recommendation to Senate for consideration.
 - c. The Senate is responsible for reviewing the proposal, which must include the following:
 - i. Faculty to which the proposed discontinued Department belongs
 - ii. List of programs, research units and other academic services that will be impacted by the proposed discontinuance of the Department and plans for continuity. Refer to *Policy AC10 Development and Change of Senate-Approved Programs* if programs are to be discontinued.
 - iii. Academic, reputational, and operational rationale for discontinuance of the Department
 - iv. Assessment of the impact on current and future student, faculty and staff as well as existing Faculties and Departments resulting from the discontinuance of the Department
 - v. Plan for reallocation of faculty and staff resources and impacted students, including timeline
 - vi. Proposed effective date for discontinuance of the Department
 - vii. Implementation and communication plan
 - viii. Formal responses collected by the Proponent from key interested parties of the University, including Faculty Council, students and members of the University community

- d. The Provost or designate(s) will present the full written proposal that was developed by the Dean to the Senate of the University, which will consider the proposal by addressing the academic reasons for and against the discontinuance of the Department and Senate will make a recommendation to the Board concerning the proposal.
 - e. The Board will consider Senate's recommendation as well as the budgetary, reputational, and operational reasons for and against the discontinuance of the Department and will make the final decision.
 - f. Proposals for moving a Department from one Faculty to another will adhere to the process as outlined in "Establishment of a Department" section in this procedure. It will require a majority vote from each Faculty Council and the results must be included in the preliminary and full written proposals.
 - g. Proposals for the discontinuance of a sole remaining Department in a Faculty will also be considered as the discontinuance of the Faculty altogether and will follow the process as outlined in "Discontinuance of a Faculty" in this procedure.
5. Additional procedures for Teaching Centres and Teaching Institutes
- a. Teaching Centres and Teaching Institutes are established through the same process as are Departments, with the exception that proposals to create Teaching Centres and Teaching Institutes also include:
 - i. Proposed bylaws for the Faculty in which the new Teaching Centre or Teaching Institute will be housed that establish which Faculty Council powers and duties will be delegated to the Teaching Centre or Teaching Institute. These must exceed the delegated powers and duties of academic Departments. If it involves more than one Faculty, then the Faculty Councils' powers and duties that will be delegated to the Teaching Centre or Teaching Institute will need to be established in the proposed bylaws.
 - b. Teaching Centres and Teaching Institutes will be clearly labelled as such in their proposal documents, but can be referred to merely as "Centres" and "Institutes."
 - c. Teaching Centres and Teaching Institutes may also, should the University develop policy to this effect, be constituted by the board as Research Centres and Research Institutes.

C. RELATED POLICY

GV9 Establishment and/or Discontinuance of Faculties and Departments Policy.