Senate Policy for Academic Unit Consolidation, Renaming, Establishment, Termination and Transfer	*Policy Sponsor:* *Senate*	*Approval Date:* *Senate: May 10, 2021* *Board of Governors: June 7, 2022*
	Responsible Unit: *Office of the Provost and Vice-President Academic and University Secretariat*	*Amendments:*

A. Background & Purpose

This policy establishes a framework for guiding the organizational evolution of academic units at Dalhousie University. Specifically, it addresses academic unit consolidation, renaming, establishment, termination and transfer (AU-CRETT).

Modifications to our organizational structure can achieve desirable outcomes in advancing Dalhousie's academic mission. Such organizational changes are the responsibility of Senate as part of its oversight of Academic and Research units, subject to the approval of the Board. The Senate Planning and Governance Committee (SPGC) recommends to Senate the adoption of polic S 3.7 (s)-,.7 sproc S 3.2 (d)-u6 (p)-r S 0.69 to focus on the academic dimensions that arise from the change, whereas human resource and other such elements are clearly in the purview of the (Departments, Schools, Faculties) governance bodies and leaders are resp these factors.

This policy is a guide for those submitting proposals for AU-CRETT (propo assessment and approval bodies. It outlines the process and information Proposals shall be assessed in accordance with the statements in Section principle of inclusive excellence.

B. Application

This policy applies where a concept paper or full proposal for AU-CRETT has been initiated and prepared in accordance with the Procedures in Appendix A. Proposals not prepared in accordance with the Procedures will not be considered by the Senate Planning and Governance Committee.

1. Concept papers and full proposals shall normally be initiated within a Department, School or Faculty and should be brought forward to the Deans of the relevant Faculty(ies) for endorsement, typically with

Appendix A: Procedures

For Senate Policy for Academic Unit Consolidation, Renaming, Establishment, Termination and Transfer

A. Concept Paper Phase

Development and presentation of a Concept Paper is a way for proponents of AU-CRETT to obtain feedback and endorsement prior to preparing a full proposal. For academic unit consolidation, establishment, transfer or termination, a Concept paper must be approved by the Senate Planning and Governance Committee (SPGC) prior to the development of a full proposal. Stand-alone proposals for renaming may proceed directly to the full proposal stage under (2.)

Two or more interrelated changes may be captured as part of a single Concept Paper, e.g., (naming and transfer/consolidation) where it is logical and results in clarity in the documentation/proposal to do so.

1. Access appropriate AU-CRETT Concept Paper Form [Word] for complete information requirements:

   Appendix B - Concept Paper for Academic Unit Establishment, Transfer or Consolidation [Word]
   Appendix C - Concept Paper for Academic Unit Termination [Word]

2. Department/School and Faculty-level Review

   a. Evidence of review by all appropriate governance bodies is required. I14.7 (e(i)-1.5 /TTt.8 (ul)0.6 (o)-e .2

b. If, after considering the case outlined in the petition, the relevant committee agrees to move forward with an attempt at reconciliation, the committee shall establish an ad hoc reconciliation committee, appointed according to the terms of reference outlined in 2c and 2d, to conduct the reconciliation process.

c. The ad hoc reconciliation committee membership includes anyone impacted directly by the change and has the same expectations to hear all stakeholders and to avoid conflicts of interest. The committee should have members who have expertise on the primary source of disagreement, whether it be financial, human resources, discipline, etc.

d. The ad hoc reconciliation committee shall have a membership which includes:

    a. Equity, Diversity, Inclusion, and Accessibility representation
    b. Those with expertise (financial, etc.) on the primary source of disagreement
    c. At least 1 academic unit senator
    d. At least 1 faculty member
    e. At least 1 student currently enrolled in the affected academic unit or alumni member
    f. A Dean
    g. A senior leader with expertise in organizational change similar to that under consideration.

e. The petitioned committee shall invite the proponent(s) to provide input on the members appointed to the ad hoc reconciliation committee, respecting any reasonable objection.

f. To ensure equitable decision making, the ad hoc reconciliation committee will have diverse representation.

g. The ad hoc reconciliation committee w

Appendix F - Proposal for Academic Unit Establishment, Transfer or Consolidation [Word]
Appendix G - Proposal for Academic Unit Renaming [Word]
Appendix H - Proposal for Academic Unit Termination [Word]

2. Department/School and Faculty-level Review

a. Evidence of review by appropriate governance bodies is required in the case of academic unit transfera In8210.076(et 109(a)-2.9)-5.8 i n/.5 d ( )Td [(In8210.076(,)-0.38 (h)-0.6 (e c)6.7 (a02 Tw 10.301

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Appendix C – Concept Paper for Academic Unit Termination

For Senate Policy for Academic Unit Consolidation, Renaming, Establishment, Termination and Transfer (AUCRETT) [LINK to policy repository]

All concept papers for academic unit termination should follow the complete Procedures in Appendix A of AUCRETT (A. Concept Paper Phase), including use of this form. Proposals not submitted according to the Procedures may not be considered by the Senate Planning and Governance Committee.

For the purposes of AUCRETT, termination refers to eliminating an academic unit. Suspending or terminating any academic programs therein is a separate process that should be undertaken first.

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APPENDIX E – POLICY STATEMENTS ASSESSMENT GRID

The policy statements are scored according to the following distribution:

Academic merit and inclusive excellence – Unit cohesion; Mission and Vision and Senate Principles and Values; Strategic priorities; Equity, Diversity and Inclusion (40%): the proposal articulates an appropriate fit with the academic mission and strategic goals of the university, increased capacity for the proposed academic unit to deliver on the academic mission, support external engagement through a clearer narrative about Dalhousie's value proposition and/or specialization, enhance equity diversity and inclusion and engagement with communities, leads to Academic units which share similar or common educational goals, and at least to some extent are independent and articulate from the proposal; proposal

resolve any precipitating factors and consider the benefits and drawbacks of various status quo, proposed model, alternatives).

Long-term financial viability (20%) Resource allocations are supported by VP Finance and projections; appropriate justification is provided where EDI goals and academic merit outwe viability arguments.

Impact on stakeholders (20%): the proponents provide a well justified plan for acade continuity and student support, particularly for underrepresented and marginalized proponents have carefully considered and articulated (appropriate to the concept paper vs fu the

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The implications of renaming an academic unit for the Department, Faculty and/or university must be carefully considered (e.g., academic, budgetary, reputational, community relations and partnership legal, donor relations,e Date of Approval by Faculty Council:

Date of Submission to University Secretariat:

Attachments:All attachments are required unless otherwise stated.

1. Motions and supporting documents for decision making bodies (Appendix D is required for each)
2. Evidence of consultation/feedback from: