Process for Creation, Elimination & Alteration of Public Service Centers/General Support Service Centers

Start

Proposal

Chain of administrators until it reaches a high-level administrator: Review & approve

Immediate supervisor: Review & recommendation

Faculty in affected unit(s): Review & recommendation

Proposal

Approved

No

Educational Policy Committee: Is it a Public Service Center or General Support Service Center?

No

Budgetarily responsible Vice President: Review & approve

No

Yes

Proposers: Determine correct unit type & route accordingly

Yes

Revise

Yes

Educational Policy Committee: Is it a Public Service Center or General Support Service Center?

Revise

Yes

Start

Approved

Yes

Revise

No

Yes

Revise

Yes

Revise

No

Yes
1. Proposals are prepared using the appropriate Proposal for the Establishment, Elimination or Alteration of Academic Units form.

2. Appropriate faculty groups should be determined on a case-by-case basis. For example, when a center is created within a department it is the departmental faculty who would review and make a recommendation, while for a merger of two departments it would be the faculty of both departments, and for the creation of a new school containing existing departments it would be the faculty of those departments.

3. The “immediate supervisor” is the administrator to whom the unit in question directly reports.

4. The proposal is reviewed by the supervisor of the “immediate supervisor”. If that person is the Provost, another Vice President, an Associate Vice President, a Vice-Provost or a Dean then review stops. Otherwise it moves up the line to that person’s supervisor. This continues until the proposal is reviewed by the Provost, another Vice President, an Associate Vice President, a Vice-Provost or a Dean. If the “immediate supervisor” has one of these titles skip this step and send the proposal directly to the Educational Policy Committee.

5. The individual or group at this approval stage meets with the proposer(s) and suggests revisions to the proposal. The proposer(s) revise the proposal to the degree they are willing and bring it back for further consideration.