Notes

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.

6. Significant academic entities include, but are not limited to: departments, distinct programs, interdisciplinary programs, divisions, schools, colleges, centers, institutes, and offices.

7. The budgetarily responsible Vice President or ExCom 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 to the budgetarily responsible Vice President (or ExCom) for further consideration. If the revision is accepted by the Vice President (or ExCom) the revised proposal is sent to the Senate Steering Committee to determine if this is a significant enough change to warrant re-consideration by the Senate (or would elevate what had been a minor alteration to a major alteration and thus require Senate approval).