

St. Thomas University
Policy Statement

Policy Name: _____ Academic Departments, Creation of

Classification:

General Administration	_____
Academic	_____X_____
Unit	_____

Issued by: _____ **(Signature)**
 President **(Title/Authority)**

Date of Issue: December 15, 2000

Policy:

The process for the creation of a formal academic department is as follows:

1. Faculty members may at any time present the Vice-President (Academic) with a written request that the status of Department be conferred. The letter will provide a rationale for the request, including a statement of how the proposal meets the criteria for departmental status.
2. The Vice-President (Academic) shall, within 30 days, provide the President and the Academic Planning Committee a copy of the request and his/her recommendation.
3. The Academic Planning Committee shall present a recommendation within 60 days of receiving the request.
4. Having considered the report of the Academic Planning Committee, Senate shall make a recommendation to the President. The President shall consider the recommendations from both Senate and the Vice-President (Academic) and communicate his or her decision to the University at the next meeting of Senate.

The criteria for departmental status are:

1. The unit in question must offer a major of its own. This excludes majors arranged through the formula for creating an interdisciplinary major.
2. There must be evidence that the major has been well-subscribed over a period of at least three years and a reasonable probability that it will continue to be well subscribed.

3. The unit in question must have established teaching resources (including established positions and full-time positions funded by endowed chairs) equivalent to three full-time academic appointments.

***Policy Origin:**

This policy was prepared by Dr. Richard Myers, Vice-President (Academic).

Date: December 15, 2000