



FOR RECOMMENDATION

PUBLIC

OPEN SESSION

TO: Academic Board

SPONSOR: Cheryl Regehr, Vice-President & Provost
CONTACT INFO: (416) 978-2122, provost@utoronto.ca

PRESENTER: As above
CONTACT INFO:

DATE: January 20, 2015 for January 29, 2015

AGENDA ITEM: 3(d)

ITEM IDENTIFICATION:

Policy and Procedures for Faculty and Librarians on Academic Restructuring

JURISDICTIONAL INFORMATION:

Under Section 4 of the Academic Board’s Terms of Reference, the Board “is responsible for consideration of policy in the academic area and for monitoring matters within its area of responsibility.” In addition, it recommends to Governing Council for approval “matters having significant impact on the University as a whole, those having serious steering effects on the development of a particular division, or those having a major impact on the relationships amongst divisions and relationships between the University and the community at large”. Under Section 5.1, Academic Board’s areas of responsibility include planning and the restructuring of academic units. And, under Section 5.3.1, the Academic Board recommends new policies for approval to Governing Council, as recommended by the Board’s standing committees.

GOVERNANCE PATH:

1. Planning & Budget Committee [for recommendation] (January 14, 2015)
2. **Academic Board [for recommendation] (January 29, 2015)**
3. Executive Committee [for endorsement and forwarding] (February 9, 2015)
4. Governing Council [for approval] (February 26, 2015)

PREVIOUS ACTION TAKEN:

The Governing Council of the University of Toronto first approved a Memorandum of Agreement (MOA) between the University and the University of Toronto Faculty Association (UTFA) on June 28, 1977, as amended from time to time, last consolidated on December 31, 2006.

HIGHLIGHTS:

As described in more detail in the attached *Informational Memo on Special Joint Advisory Committee (SJAC)*, in the Spring of 2013, a Special Joint Advisory Committee (SJAC) was established with representatives of the University of Toronto and UTFA to discuss potential changes to *Memorandum of Agreement between The Governing Council of the University of Toronto and University of Toronto Faculty Association (MOA)*. The SJAC and its subcommittees met regularly between March 2013 and December 2014 in order to reach the tentative agreements summarized in the attached Informational Memo, including the October 10, 2014 agreement to recommend for approval by the Governing Council the proposed new *Policy and Procedures for Faculty and Librarians on Academic Restructuring*. The SJAC process was extended several times in order to accommodate further collegial discussion and was expertly facilitated by the Honourable Frank Iacobucci.

UTFA's Council ratified the tentative agreement at its scheduled meeting on December 15, 2014, and the Governing Council is now being asked to approve the tentative agreement as per the relevant respective terms of reference for its various boards and committees.

The University administration recommends the proposed *Policy*, which is consistent with and supports the University's commitment to collegial processes for academic planning and consultation on various matters that include faculty and librarians and include students and staff and other interested members of the University community when certain significant changes to academic units are being proposed. The proposed *Policy* specifically addresses the disestablishment, amalgamation, or relocation from one campus to another of an academic unit, with 'unit' being defined as Divisions; Faculties; Departments; Institutes, Centres or Schools with Extra-Departmental Unit A or B status; and Colleges where the primary appointment of a faculty member is held within the College.

While not a part of the SJAC process, *Guidelines on Divisional Academic Planning* are also being brought forward by the Administration for approval in the current governance cycle because of their description of the broader academic planning context within which the proposed new *Policy* will apply.

The Administration has engaged in consultation regarding the proposed *Policy*, as outlined in the attached Memo. UTFA has also engaged in a process of consultation with its members.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION:

Be It Recommended to the Governing Council:

THAT the proposed *Policy and Procedures for Faculty and Librarians on Academic Restructuring* be approved, effective immediately.

DOCUMENTATION PROVIDED:

- *Informational Memo on Special Joint Advisory Committee (SJAC)* (January 2015)
- Tentative agreement between UTFA and University Administration on Academic Restructuring (October 10, 2014)
- *Policy and Procedures for Faculty and Librarians on Academic Restructuring*

AGREEMENT BETWEEN UTFA AND THE UNIVERSITY ADMINISTRATION ON ACADEMIC RESTRUCTURING, OCTOBER 10, 2014

The University Administration will recommend this Policy for approval by Governing Council following its approval by UTFA Council, which UTFA's SJAC representatives agree to recommend. This Policy will not go into effect until approved by Governing Council.

If this Policy is approved by UTFA Council and the Governing Council, the parties agree that Article 2 of the Memorandum of Agreement will be amended to add this Policy to the list of policies that cannot be changed except in accordance with the facilitation and fact finding process.

Policy and Procedures for Faculty and Librarians on Academic Restructuring

This Policy is consistent with and supports the University's commitment to collegial processes for academic planning and consultation on various matters that include faculty and librarians and include students and staff and other interested members of the University community. Within the wide scope of such collegial processes and consultations there is a need for a specific process for faculty members and librarians dealing with Academic Restructuring as set out below.

1. Academic Restructuring must include the opportunity for the meaningful involvement of faculty members and librarians.
2. From time to time, Divisions, Faculties, Departments, Institutes, Centres or Schools with Extra Departmental Unit A or B status, and Colleges where the primary appointment of a faculty member is held within the College (collectively "Academic Units")¹ are disestablished, amalgamated, or relocated from one campus to another campus. In a university setting, this is normal and necessary to the evolution of the institution and is vital to maintaining a standard of excellence in teaching and research. This Policy applies to the disestablishment, amalgamation, or relocation from one campus to another campus of Academic Units requiring the recommendation or approval of the Academic Board, the Executive Committee of Governing Council or the Governing Council as the case may be (referred to hereinafter as "Academic Restructuring").
3. While all University constituencies have an interest in Academic Restructuring, the direct and meaningful involvement of faculty and librarians requires that they bring their academic expertise to bear on shaping the conditions under which they perform their activities and duties.
4. A proposal for Academic Restructuring may only be sent for approval by University Governance bodies provided that the procedures in this Policy have been followed.
5. Prior to an Academic Restructuring being proposed, faculty members and librarians of potentially affected Academic Units must have had a reasonable opportunity to participate in a collegial, inclusive and deliberative process in which the context and parameters of potential Academic Restructuring could be explored and during which their input was sought. This includes Academic Unit self-study prior to any required external review.

¹ For the purposes of this Policy the Central Library, the UTM Library and the UTSC Library will be treated as "Academic Units" and references to "faculty" in this paragraph will be deemed in those units to be references to "librarians".

6. If, following the process described in paragraph 5, an Academic Restructuring is proposed, the proposal must be accompanied by a clear academic rationale in relation to the University's overall mission and the relevant Academic Units' academic priorities and objectives, including explicit consideration of alternatives. The proposal shall also consider and include relevant information and implications, including budgetary and financial. Information pertaining to the rationale for a proposed Academic Restructuring shall be made available to all faculty members and librarians of the Academic Units for which Academic Restructuring has been proposed.


7. All faculty members and librarians of Academic Units for which Academic Restructuring has been proposed must be notified in writing no less than 120 days before the proposal is to enter formal processes of University Governance for consideration. During that period of time, the Academic Unit head shall establish and communicate a process to engage unit faculty members and librarians in collegial discussion. In consultation with the faculty members and librarians of the unit, the Academic Unit head shall be given the opportunity to propose academically sound and fiscally responsible alternatives to the academic administrator proposing the Academic Restructuring for their consideration.

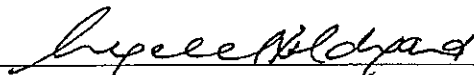
8. In addition, in the case of the proposed establishment of a new Academic Unit or in the case of a proposed program that establishes significant new academic directions for a Faculty or which is anticipated to have a substantial impact on relationships amongst divisions or with the public, reasonable efforts will be made to ensure that faculty and librarians in affected or cognate Academic Units have been given the opportunity for meaningful consultation, prior to a final decision being made,

9. Nothing in this Policy shall constrain the existing rights of faculty and librarians to make representations before all relevant levels of decision-making in University Governance.

For the University of Toronto

DATE





Oct 10 2014

For the University of Toronto Faculty Association

DATE

Proposed Policy and Procedures for Faculty and Librarians on Academic Restructuring arising from an Agreement between UTFA and the University Administration on Academic Restructuring, October 10, 2014

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