

## **OISE Guideline for Establishment of Extra-Departmental Unit Cs**

This document is intended to accompany and expand upon the University of Toronto Guidelines for Extra-Departmental Units (EDUs) <https://www.vpacademic.utoronto.ca/wp-content/uploads/sites/225/2018/11/guidelines-extra-departmental-units.pdf>

### **Purpose of EDU: Cs**

The University Guideline indicates that EDU: Cs are normally multi-disciplinary, multi-departmental units designed to foster research and scholarly interest in a defined research domain. At OISE, EDU: Cs are expected to cohere around a theme or domain in a way that extends beyond the work of individual faculty members – and even collaborations between faculty members. EDU: Cs have a clear and explicit purpose, with a corresponding structure and activities (that include but extend beyond research) to support that purpose. The work of EDU: Cs could not be done with the same impact without the structure of the EDU: the whole is greater than the sum of its parts.

### **Key Characteristics of OISE EDU: Cs**

- Have a clear, thematically coherent purpose that provides the foundation for the EDU's structure and activities
- Provide a unique contribution to scholarship and are clearly distinct from other units (including other EDUs) at UofT in terms of their purpose, goals, and activities
- Involve at least two departments within OISE or the University, with an identified lead Department
- Involve multiple OISE faculty members (and often faculty members from other UofT divisions)
- Have a clear governance structure (including a Director who is supported by an executive committee and (often) an advisory board or council that will contribute to the directions and activities of the EDU) and explicit processes for decision-making
- Have clear criteria for membership – often with categories of membership that reflect differentiated roles in the EDU: C (e.g., full members, associate members, student members, community partners)
- Involve students and support students' scholarly development and capacity – within and beyond connections to students' programs of study
- Often have established connections to and relationships with external organizations (e.g., community organizations and groups)

### **Resources and Sustainability**

The creation of an EDU: C does not guarantee department- or divisional-level resources, including space and funding. Sustainability of an EDU: C results from a variety of 'inputs', including a viable purpose, objectives, and plan for activities; resources (e.g., financial, space); a sufficient number of core faculty members (beyond the Director) who are substantively committed to the work of the centre; and a governance structure and processes that support the members and their activities.

## Establishing an OISE EDU: C

### Process:

#### ***Ongoing consultation throughout proposal development:***

Proposals to establish a new EDU: C require a robust consultation process at the proposal development stage and prior to the governance/approval process (see Decision-Making/Governance Approval below, as well as the Governance Path graphic in the Appendix). Consultation must take into account the requirements detailed in the University EDU Guidelines, which include “deep and broad” consultation with Chairs of all Departments and Deans of all Faculties/Divisions whose faculty will be associated in any way with the EDU. Consultations must also include faculty members agreeing to be part of the Centre and the OISE Office of the Associate Dean Research. Proposals also require consultation with the Office of Vice-Provost, Academic Programs, which maintains the listing of all EDUs at UofT; this consultation is facilitated by the Dean’s Office. Proposals also require review and input from the Provostial Advisory Group (PAG) prior to governance approval; the PAG may make recommendations that need to be addressed/incorporated in the proposal. The nature and outcomes of all consultations should be clearly articulated and suggested changes should be addressed explicitly (e.g., incorporated into the proposal or reasons provided for not making suggested changes).

#### ***Decision-Making/Governance Approval:***

Once the consultation process is complete, the proposal is submitted to the Research Standing Committee (RSC) for review and consideration. Once the RSC recommends the proposal for approval, it is presented for review and approval at Faculty Council. The approval of a new EDU: C at the divisional level should be reported to the Office of the Vice-President and Provost for inclusion in the list of EDUs.

### Proposals:

Proposals for the establishment of an EDU: C at OISE must:

- Provide the academic rationale for the EDU: C. Include a description of the EDU’s purpose and objectives, clearly specified in terms of the substantive field or problem area
- Describe, with supporting evidence, how the EDU: C members will develop and carry out comprehensive, interdisciplinary and/or interdepartmental activities.
- Outline possible metrics or measures of success
- Identify the lead OISE department and outline all resource commitments (including but not limited to space) that have been agreed upon at the department level
- Describe the roles in, and relationships to, other departments and units; which departments and units are involved and how? (e.g., see University EDU Guidelines for definitions of active partners and associates)
- Describe the unique and/or additional contribution that the EDU will bring to the relevant department(s) and to OISE
- Outline the roles of students in the EDU and the contributions the proposed EDU will make to students’ training and development, including to academic programs
- Describe the structure and processes that through which the EDU: C will be governed
- Describe the consultation process for the establishment of the EDU: C
- Address the resources required and available to the EDU: C and provide a draft budget
- Address the sustainability of the EDU: C beyond a single 5-year term

- Include an Appendix with a list the faculty members who have agreed to become members and will be actively engaged in the proposed EDU: C

### ***Proposal Document Template for the Establishment of OISE EDU: Cs***

Reflecting the above Guideline, proposals for the establishment of a new EDU: C will include the following elements, which need to be developed with clarity and comprehensiveness in order to facilitate substantive consultation and review.

#### ***1. Statement of Purpose***

In one paragraph, detail a clear, thematically coherent purpose that provides the foundation for the EDU's structure and activities. Note the proposed start date of the Centre.

#### ***2. Academic Rationale***

Provide a description of the EDU's purpose and objectives, clearly specified in terms of the substantive field or problem area. Include possible metrics or measures of success in the relevant sections below.

- ***Background*** – address the foundation for the Centre and history to date
- ***Vision*** – what will this Centre achieve? What is the intended point of having this as a centre?
- ***Objectives*** – define at least three objectives of the Centre
- ***Strategic Goals*** – detail plans to achieve the articulated objectives
- ***Distinctiveness*** – Explain how the EDU will provide a unique contribution to scholarship and are clearly distinct from other units (including other EDUs) at UofT in terms of their purpose, goals, and activities, Describe the unique and/or additional contribution that the EDU will bring to the relevant department(s) and to OISE

#### ***3. Participation***

Have clear criteria for membership – often with categories of membership that reflect differentiated roles in the EDU: C (e.g., full members, associate members, student members, community partners). Include an Appendix with a list the faculty members who have agreed to become members and will be actively engaged in the proposed EDU: C noting Name, Title, Department. Describe, with supporting evidence, how the EDU: C members will develop and carry out comprehensive, interdisciplinary and/or interdepartmental activities.

- ***Multidisciplinary*** – Detail how the EDU will be multidisciplinary, and how it will:
  - Involve at least two departments within OISE or the University, with an identified lead Department
  - Involve multiple OISE faculty members (and often faculty members from other UofT divisions)
- ***Collaborations*** – Describe planned collaborations.
- ***Students*** – Involve students and support students' scholarly development and capacity – within and beyond connections to students' programs of study

#### ***4. Consultation***

Describe the consultation process for the establishment of the EDU: C

- ***Internal*** – Who has been consulted at OISE, the University of Toronto? Provide names/titles/affiliations
- ***External*** – Who has been consulted as relevant experts in the field? Provide names/titles/affiliations

- **Communities (if this is an aspect of the Centre's purpose)** – Provide details of established and or planned connections to and relationships with external organizations (e.g., community organizations and groups)

### 5. Governance

Describe the structure and processes that through which the EDU: C will be governed. Provide details about a clear governance structure (including components such as a Director who is supported by an executive committee, an advisory board or council that will contribute to the directions and activities of the EDU, and explicit processes for decision-making)

### 6. Sustainability and Resources

Detail department and/or other commitments to resources, including space, funding, administrative support; provide a draft budget. Address the sustainability of the EDU: C beyond a single 5-year term.

## Appendix: Governance Path for Establishing an EDU: C at OISE

