

OISE Guideline for Establishment of Extra-Departmental Unit: Ds

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>

Overview of EDU:Ds

The University Guideline indicates that EDU:Ds are normally comprised of group of scholars who have come together for the purpose of pursuing specific research objectives or offering courses in an area of academic interest. Similar to EDU: Cs, EDU:Ds at OISE are expected to cohere around a theme in a way that extends beyond the work of individual faculty members – and even collaborations between faculty members. EDU:Ds have a clear and explicit purpose, with a corresponding structure and activities to support that purpose. The work of EDU:Ds could not be done with the same impact without the structure of the EDU. Unlike EDU: Cs, which are multidisciplinary, multi-departmental units, EDU:Ds may arise within a single discipline or department, or within an EDU: A or an EDU: B.

In the case of an EDU:D, the Lead Unit is the department, which is responsible for periodic review of the EDU; review can occur in conjunction with the appointment or re-appointment of a Director/Coordinator or the external review of the department/division. Review procedures and expectations should be defined in the original proposal establishing the unit.

Resources and Sustainability

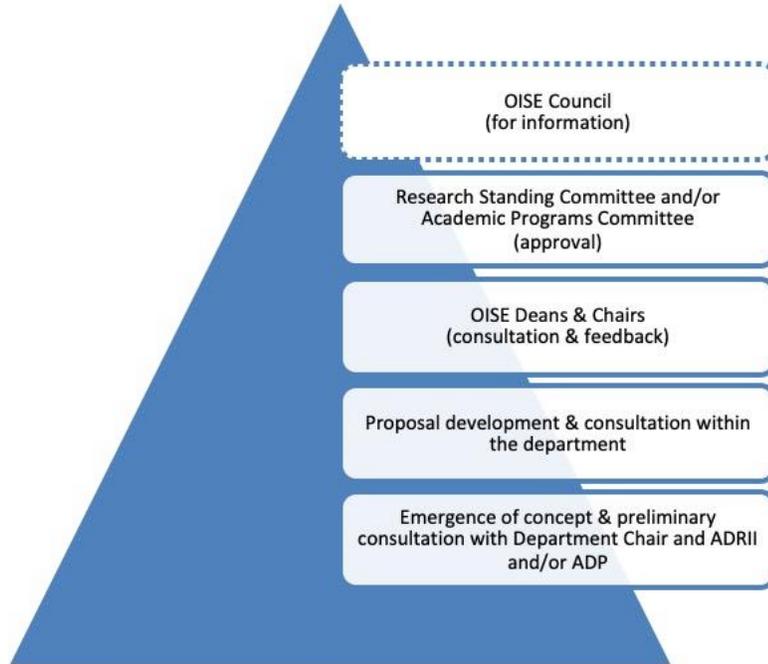
There are no divisional-level resources associated with EDU:Ds, and the creation of an EDU:D does not guarantee department-level resources, including space and funding. Sustainability of an EDU:D results from a variety of ‘inputs’, including a viable purpose, objectives, and plan for activities; resources (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:D

Proposals to establish a new EDU:D are developed beginning with a consultation with the Chair of the proposed Lead department, the Associate Dean, Research, and/or the Associate Dean, Programs (when the purpose of the EDU is to offer courses in an area of academic interest), using the Checklist below as a guideline. Once a draft proposal has been developed, it is shared for consultation with the Lead department, as well as with other proposed affiliated departments and divisions, and revised as appropriate in accordance with feedback from those groups. Consultation within, and endorsement by, the Lead department is required and should follow the department’s established governance process. To ensure the institutional perspective and alignment with the Institute’s academic and research priorities, proposals also require review and input from the OISE Deans and Chairs group (DAC) prior to decision-making. Once the consultation process is complete, proposals are presented for review and a decision to the Research Standing Committee (when the primary purpose of the EDU is research) or to the Academic Programs Committee (when the primary purpose of the EDU is to offer courses in an area of academic interest). The decision to approve the establishment of an EDU:D goes to OISE

Council for information, and the Dean's Office informs the Office of the Vice-Provost Academic Programs for inclusion in the listing of University EDUs.

Governance Path for Establishing an EDU: D at OISE



EDU Proposal Checklist

(Adapted from Appendix A of the University of Toronto EDU Guideline)

Statement of Purpose and Academic Rationale

- Clearly outline the purpose and objectives of the proposed EDU
- Clearly describe the intended scope of activities of the proposed EDU in terms that align with this Guideline and the University of Toronto Guidelines on Extra-Departmental Units.
 - Focus on this and not logistical/administrative considerations.
 - How does this fit with strategic goals of the lead and participating department(s)?
 - Why is the structure of an EDU necessary to achieve the objectives?
- Provide a clear and specific description of the academic focus of the EDU.
 - Research focus: defined research domain in a particular area of academic inquiry
 - Other activity (e.g., specialized courses)

Administrative Structure and Governance

- Provide full proper name of proposed EDU
- Clearly identify the Lead Department that will assume active administrative and budgetary responsibility for the EDU
- If applicable, identify other participating departments or faculties/divisions (distinguish between *active participating* departments/faculties/divisions and departments/faculties/divisions/units that may be *associated with* the EDU by virtue of the involvement of individual faculty members)
- Identify proposed effective date
- Provide details regarding governance:
 - What is the structure of the EDU?
 - How will decisions regarding directions, activities, and leadership (including appointment of a director) be made?
 - How will the EDU function? (provide details such as leadership, expected meetings etc.)
 - What will be the expectations and procedures for periodic review of the EDU?

Resources, Viability and Sustainability

- Identify what resources are required to conduct the activities of the EDU (e.g. financial administration, faculty, staff, and student participation)
- How will EDU activities be sustained over time?
 - How many faculty members will be involved in the EDU? What are their roles and level of engagement?
 - How will students be involved?

Consultation

- Describe the consultations regarding the proposed EDU, including with

- The Chair of the Lead Department and the Associate Dean Research or the Associate Dean, Programs (when the purpose of the EDU is to offer courses in an area of academic interest)?
- Faculty and staff in the Lead Department (e.g., through presentation and discussion of the proposal at one or more department meetings)?
- If applicable, Chairs of all Departments whose faculty will be associated in any way with the EDU?
- The OISE Deans and Chairs group
- Clearly articulate the nature and outcome of consultations. Describe how input and suggested changes have been incorporated into the proposal.