



Title:	DIVISIONS WITHIN DEPARTMENTS AND SCHOOLS - GUIDELINES FOR CREATION OR CHANGE OF STATUS
Approved:	August 1999
Updated:	September 2010
Audience:	All Faculty of Medicine members
Purpose:	To define the process for the creation or change of status of Divisions.
Contact:	Dean's Office Faculty Affairs

Faculty of Medicine Department Heads and School Directors will bring proposals for the creation or change of status of Divisions to Faculty Executive for information and discussion. When the Head or Director presents the proposal to Faculty Executive, it is with the expectation that the Head/Director will be responsive to input and/or concerns regarding possible overlap or other issues from other Heads/Directors which may result in, for example, narrowing the scope or changing the name of a proposed Division.

The Presentation for a new Division by the Head/Director will include the following:

1. a justification for the creation of the new Division, outlining its purpose, focus, links;
2. an outline of the process used by the Department or School to establish the new Division;
3. the Division Head's responsibilities;
4. the Division's proposed effective date and membership.

Any change of status will require a brief justification for the change.