



<b>Title:</b>	<b>GUIDELINES AND PROCESS FOR CONSIDERATION OF NEW/REVISED DEPARTMENTAL STRUCTURES IN THE FACULTY OF MEDICINE</b>
<b>Approved:</b>	2005
<b>Approved By:</b>	Faculty Executive (March 15, 2005) & Full Faculty (May 11, 2005)
<b>Audience:</b>	All Faculty of Medicine members
<b>Purpose:</b>	To provide criteria and procedures for a change (new or dissolution) in department status.
<b>Contact:</b>	Dean's Office Faculty Affairs

**Preamble:**

Departments and Schools within the Faculty of Medicine constitute the central organizational framework for the recruitment, support and promotion of the faculty and staff who are responsible for meeting our mandate of education, research and service. Departments generally consist of a broad disciplinary group within which there may be sub-disciplines. Departments have delegated budget authority and accountability for the faculty and staff within their department. Through the activities of department members and formal leadership roles, the departments influence the strategic directions and priorities of the Faculty.

Historically departments had discipline-specific responsibilities for education and research. However, increasingly education, research and service are most successful when organized in programmatic themes such as Centres. Departments will work in conjunction with Centres and Institutes, balancing the research relationship with the overall responsibilities and career goals of the faculty member.

In order to be most effective the Faculty must ensure a governance structure that balances the roles of Departments and Centers/Institutes. Departments and Centres/Institutes need to be large enough to hold a significant critical mass of resources and responsibilities through which they can carry out their roles in collaboration with each other and in relation to their mandates in education, research and service. An effective governance structure requires that there be a limited number of departments and centres so that the process for strategic planning, priority setting and operational efficiency can be most effective. This limit on number and size will ultimately be determined by the Faculty through the Faculty Executive.

In this light, the Faculty will consider the need for a change (new or dissolution) in department status according to the following criteria and procedures.



The proposal for new departments should include the following:

1. An overview of the history and context of the disciplines involved.
2. Details of how the new Department would fit into the larger context of the Faculty and enhance the Faculty's mission and vision.
3. An environmental scan of other Canadian institutions or benchmarks relevant to the proposal.
4.
  - a) A detailed justification including all the following criteria: That a critical mass of Faculty members is available to support the academic mission in aspects of teaching, research, service and administration.
  - b) That a sufficient body of knowledge exists to justify departmental status
  - c) That the body of knowledge is sufficiently distinctive from the parent department or departments to give reason to believe that the academic discipline would be fostered in its growth by independent standing.
  - d) That the discipline has active undergraduate, graduate, and post-graduate programs that are of sufficient magnitude to justify greater status as a full department.
  - e) That the research performance of the discipline in its present setting gives sufficient productivity and to believe that even greater academic output would be achieved with departmental status. Describe the interaction of the proposed department with research centres and programs and how creation of a department would strengthen those relationships. Also describe the impact of changes if a centre is housed in either the proposed or "parent" Department.
5. A well-developed business case that includes identification of existing resources including space as well as a five year plan regarding resource impact to the department/school, the Faculty of Medicine, UBC, and the Health Authority (where appropriate). This should include a hiring plan.
6. Details on the influence of the new department on other departments and hospitals where appropriate.
7. Details of the opportunity to contribute to a Provincial model of academic health including but not limited to the distributed Medical program sites.
8. Identification of reporting relationships with UBC and others.
9. Confirm the ability to structure a Departmental Appointment, Reappointment, Promotion and Tenure committee.
10. Expectations of the proposed and "parent" department with respect to the fulfillment of required teaching.