

SIMON FRASER UNIVERSITY

(Substitute Paper)

S.72-130

MEMORANDUM

As amended by
Senate 4/12/72

To SENATE

From B. G. WILSON

VICE-PRESIDENT, ACADEMIC

Subject DEPARTMENTAL REVIEW

Date NOVEMBER 28, 1972

MOTION: "That Senate approve, as set forth in S.72-130, procedures for internal and external review of departments."

SIMON FRASER UNIVERSITY

S72-130
(substitute paper)

MEMORANDUM

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| To | Mr. H.M. Evans, Registrar | From | B.G. Wilson, Vice-President Academic |
| Subject | DEPARTMENTAL REVIEW | Date | 28 November, 1972 |

After final review of the paper I submitted to Senate related to Departmental Review, which has been included in the Senate agenda material already circulated, I find that certain minor changes seem appropriate. I am therefore sending you a substitute paper incorporating these changes, and I would appreciate you circulating this to Senators.

The significant change in the document relates to the elimination of the mandatory requirement for submission of all report material to Senate and the Board of Governors. Since the reports may well relate to both academic and administrative concerns, the separation of powers between Senate and the Board of Governors as set out in the Universities Act suggests that the final report to each might well contain different material. Accordingly I am suggesting that the Academic Vice-President or the President, depending on the nature of the review, prepare reports specifically for these two bodies.



B.G. Wilson

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REGISTRAR'S OFFICE
(OFFICE OF SECRETARY)

Departmental Review

An appendix to Senate paper S71-80: Selection of Department Chairmen, outlined the responsibilities of academic departments. For the purposes of departmental review, the most relevant sections of this appendix are:

1. Departments are responsible for maintaining teaching and research programs of the highest quality. They should maintain interest in the well-being of students and concern for the academic progress of the University. They should ensure that the quality of teaching and scholarship in the department is appropriate to the academic aims of the University and should facilitate effective collaboration with other Departments. They will ensure that their faculty and students are given every opportunity to participate in the academic life of the University and obtain the maximum benefit from their participation in the Simon Fraser University community.
- and 4. Departments should engage in a continuous review of their operation to ensure that they are functioning well within the University and to ensure that they are well regarded by the wider academic community.

The second of these makes explicit the idea that the primary responsibility for departmental review lies within the departments themselves rather than with some external University authority. It nevertheless seems appropriate to provide a review process which enables the University to ensure that internal review is adequately carried out and which also allows the University and its departments to draw on the expertise of "the wider academic community" in an effort to ensure that departments are well-founded inside as well as

well-regarded outside the University. Thus the following procedures seek to establish two kinds of review mechanism, operating at times separately but at others concurrently.

I. Internal review -

1. Responsibility for and initiation of internal review shall rest with the Deans of Faculties who shall report their findings to the Vice-President, Academic
2. Except in the case of new departments for which separate procedures have been established, each ~~department~~ *department chairman - in consultation with faculty, staff and students -* shall be required to produce a biennial report on ~~its~~ *the department's* activities which shall cover, at least, the following points -
 - a. review of the objectives and effectiveness of the department's undergraduate teaching program.
 - b. review of the objectives and effectiveness of the department's graduate teaching program.
 - c. review of the department's undergraduate and graduate advising program.
 - d. report on the research activities of departmental faculty.
 - e. review of the department's administrative structures and its functioning, both internally and within the University as a whole.
3. These reports may be produced by such procedures as departments deem appropriate provided they are acceptable to the Dean and shall be submitted to the Dean by the middle of the Spring semester in alternate years. Where appropriate, Deans of Faculty will consult with the Dean of Graduate Studies on departmental graduate programs.

4. The Dean shall discuss his report with each department and make them aware of any comments and recommendations he proposes to make to the Vice-President, Academic. The Dean shall submit his report by the end of the Spring semester.
5. After receiving reports, the Vice-President, Academic, shall provide a ^{detailed} report to Senate and the Board of Governors and take such action as, in consultation with the Dean and Department Chairman, he feels to be appropriate.

II. External review -

1. Responsibility for and initiation of external review shall rest with the Vice-President, Academic, who shall report his findings to the President.
2. Except in the case of new departments for which separate procedures have been established, departments will normally be subject to external review every five years. This period may, however, be reduced as a result of the findings of an external review or should it be found advisable to institute an external review under I.5 above.
3. Reviews shall be carried out by a board of reviewers consisting of three to five members, appointed by the Vice-President, Academic, on the advice of the Dean and Department Chairman. A majority of the review board must come from outside the University.
4. Reviewers will be provided with a statement including
 - a. the calendar entry for the department
 - b. the curricula vitae of all faculty
 - c. a document, prepared by the ^{departmental chairman - in consultation with} department, reviewing ^{faculty, staff & students -} items I.2a, b, and d, above
 - d. other information felt to be appropriate by the department, the Dean or the Vice-President, Academic.

5. ~~Reviewers will be requested to visit the campus for~~ ^{External shall visit the department} a specified period together but ~~to~~ ^{shall} prepare individual reports on the academic ~~effectiveness~~ ^{performance} of the department. ~~At the same time, a report on the administrative effectiveness of the department shall be submitted by The Dean and/or the reviewer(s)~~ ^{internal reviewers shall also submit separate reports.} ~~from inside the University.~~
6. On receiving these reports, the Vice-President, Academic shall submit them, with his comments and recommendations, to the President. After consultation with the Vice-President, Academic, the Dean and the Department Chairman, the President shall provide a ^{detailed} report to Senate and the Board of Governors, and take such action as he feels to be appropriate.