

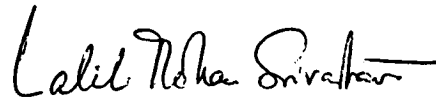
SIMON FRASER UNIVERSITY

S.302

MEMORANDUM

To..... Senate	From..... L.M. Srivastava, Acting Vice-President, Academic
Subject..... DEPARTMENTAL REVIEW	Date..... 19 November, 1969.

The enclosed papers outline the procedures for Departmental review in S.224, and they are presented to the Senate for approval. Senators should note the peculiar circumstances of the Faculties and the differing emphases for review procedures outlined by the three Deans.



L.M. Srivastava

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# SIMON FRASER UNIVERSITY

## MEMORANDUM

Dr. L. M. Srivastava  
A/Academic Vice President

From A. R. MacKinnon,  
Dean of Education

Subject Senate Paper 224

Date November 5th, 1969

A review of Departments/Centres in the Faculty of Education would entail the following:

1. Documentation of internal and external procedures used to evaluate structure and function of the Faculty 1964-1969 (to include external examinations; committee reports on organization and programs, etc.)
2. Reports from Centres of the Faculty on their administrative structure:
  - a) responsibilities of Chairmen
  - b) operation of undergraduate, graduate, professional and general university programs
  - c) committee structure
  - d) appeal procedures
  - e) student advisory function.
3. Documentation of external assessment of work of the Centres:
  - a) publications of faculty members (to include bibliographies, list of films, works of art, etc.)
  - b) reports from Professional Organizations (Joint Board of Teacher Education, etc)
  - c) report on graduate placements.
4. Written submissions from faculty or students relative to the administrative structure of the Centres and/or programs.
5. Consultation between a Senate Review Committee and the Coordinating Council of the Faculty. It is proposed that Senate approve the following persons as the Senate Review Committee:
  - Dean of Education (Chairman)
  - A/Academic Vice-President
  - Dean of Science
  - Dean of Arts

Cont. . .

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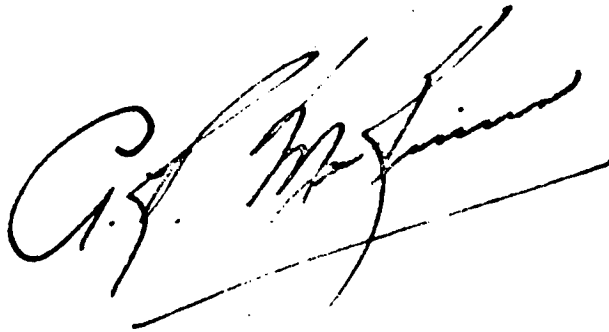
Dr. L. M. Srivastava

November 5th, 1969

The Review Committee will receive all materials specified in 1. - 4. above. The Coordinating Council of the Faculty should be present when the review of Faculty occurs in Senate.

6. Reports of the review should occur in conjunction with the presentation of proposals for reorganization of the Faculty. All components of the Faculty (and other structural modifications) should be considered concurrently during a single meeting of Senate.
7. A further report on the operation of the Faculty will be presented to Senate one year following approval of reorganization.

ARM/ft

A handwritten signature in black ink, appearing to read "A. S. Srivastava", is written over a horizontal line. The signature is cursive and somewhat stylized.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To: Dr. L.M. Srivastava A/Vice-Pres., Academic	From: Dr. B.L. Funt Dean of Science
Subject: Senate Paper S224	Date: November 17, 1969

A review of the Departments in the Faculty of Science should entail the following:

### A. Academic Planning

The Department under review will be asked to submit to the Review Committee on academic plan which -

- (1) Outlines the programs presently in progress in the department.
- (2) Relates such programs to -
  - (a) an overall policy of the department,
  - (b) the needs and wishes of the students,
  - (c) the functioning of the department within its faculty,
  - (d) the needs of the community.
- (3) Clearly states priorities for growth of the department.
- (4) Brings forward such other matters as the department considers appropriate to its own development and to the inter-relationships within the Faculty.

The individual departmental plans will be incorporated into a plan for the Faculty of Science.

### B. Administration

The Review Committees should receive an outline of the administrative structure of a department including:

- (1) A statement of the powers and responsibilities of the head or chairman.
- (2) A list of the committees of the department including the terms of reference and general composition of the committees.
- (3) A compilation of Departmental Procedures in the nature of a handbook.
- (4) An estimate of the time required per faculty member in administration.

The Review Committee should be in a position to make an assessment of the administrative efficiency of the department from this information.

### C. Morale

The Review Committee should:

- (1) Interview all members of the department who are on campus during the period of the review.
- (2) Receive depositions and deputations from faculty and students of the department.

It should be noted that it is proposed that all Faculty should be interviewed in order to protect Faculty who wish to comment from becoming obvious as a result of their request to be interviewed.

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For the purpose of this report, students will be defined as those with at least 90 credit hours who are registered as major or honors students in the department and graduate students with at least 2 semesters residence.

### Competence of Faculty

One of the chief factors in establishing academic soundness within a department is, undoubtedly, the competence of the faculty members of the department. However, this matter is presently under annual review by the Departmental and University Tenure Committees. It should therefore be deleted from the Terms of Reference of the "Review Committees".

### Summary

The rationale for the above criteria and procedures stem from the following: the "academic soundness" and "functioning" of a department depend upon its utilization of its resources. Efficient utilization of resources requires first a plan for their use, ie: an academic plan; second an efficient administration of the plan; and third, maintenance of good morale in the department. These, therefore, are the matters to which the Review Committees must direct their attention.

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Dr. J.S. Barlow