

## **Office of the Vice President, Academic Guidelines for Academic Planning 2018 - 2023**

### **1. The Purpose of Academic Planning**

Academic planning is one of the integral steps in fulfilling the University's role in society. The aim of academic planning is to ensure that, through effective preparation, SFU programs, faculty and support activities are best positioned to achieve the strategic goals and objectives of the Institution and to address the challenges and opportunities in the years ahead. This planning process and the associated communication in support of the process will also assist everyone in understanding what it is that their Faculty, Department or School wants to achieve during the planning period, how they can contribute towards the achievement of those goals and how they can participate in the activities supporting the goals.

These plans will provide the Vice-President, Academic and Provost a tangible basis to determine progress in achieving goals as well as to ensure all the planning done within the units is aligned to the broader Institutional challenges identified in the document titled 'Phase 1: Context, Challenges and Questions' as well as the SFU Vision. Of course these plans will also help with budgeting and resourcing.

### **2. Getting Started**

Strong leadership and an appropriate level of community participation are essential in creating a practical and achievable plan. One of the first steps should be to establish a planning team. This team would be responsible for seeking input and appropriate consultation with all stakeholders, preparation of the plan, and ensuring that the plan eventually is communicated to all concerned. Each unit should identify its own planning team as judged appropriate while ensuring equity, diversity, and inclusivity of broad representation are considered.

### **3. The Planning Period**

The planning window is five years: 2018 to 2023.

### **4. The Planning Process**

The process began with the upcoming need for a new academic plan being raised by the Vice-President, Academic and Provost in his initial visits to all academic and administrative units.

More recently, academic planning was discussed at a Deans' Retreat. Attached draft document entitled 'Phase 1: Context, Challenges and Questions' is the result of those discussions. This document has already been discussed with the Deans and has been presented to the President and Vice-Presidents. It will next be presented for input to the Chairs/Directors and then for

input to the SFU community (faculty, staff, and students) at a number of town hall meetings to be held during November 2017.

The next step would be that the Faculties and their Departments/Schools as well as the appropriate support units develop five-year plans, using the document 'Phase 1: Context, Challenges and Questions' as a guide as well as the SFU Vision. A week or so before submission of the finalized Faculty plans, a meeting will be held with the Deans to share the Faculty plan highlights in order to coordinate and understand areas of overlap. Such a meeting should happen sometime in April 2018. The Faculty plans are to be completed and submitted to the Vice-President, Academic and Provost by Friday, May 18, 2018. Thereafter, the Faculty plans will be used to build the SFU Academic Plan 2018-2023, which will be submitted to Senate during the summer of 2018.

It is expected that an assessment of progress being made in implementing the Faculty academic plans will be done in 2020 and 2022.

It is expected that the Deans will inform their Chairs and Directors of this process and request them to begin the planning process at the Department level. The Deans will manage the planning processes within their Faculty and, as necessary, add any additional instructions to the process that are particular to their Departments or Schools.

## **5. Contents of Unit<sup>1</sup> Plans**

The contents of the unit plans are covered in the Senate Guidelines for Academic Plans. The academic unit will determine how the plan is to be organized; however, plans should include the information below. Deans may request their units to include additional content. Faculties should follow the same content requirement, but may be required to include specific issues as determined between the Vice-President, Academic and Provost and the Dean.

The content should include:

### **5.1 Performance Review**

The unit's most recent external review report and resulting action plan should be considered in preparing the plan.

### **5.2 Program Overview**

A brief overview of the undergraduate and graduate programs offered by the unit, including major current and future program development and revision activities.

A description of the unit's participation in other University programs, including interdisciplinary activities as well as Lifelong Learning and Work Integrated Learning.

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<sup>1</sup> *Academic departments, schools and programs, including Student Services, Graduate Studies and Lifelong Learning.*

### **5.3 Objectives and Activities**

Plans should include objectives and associated activities that the unit will undertake in addressing the five key challenges contained in the 'Context, Challenges and Questions' document:

- Student Life, Learning and Success
- Academic Quality/Curriculum
- Engagement
- Working Across Boundaries/Interdisciplinarity
- Faculty Renewal

Plans may also include any objectives and associated activities particular to that unit that may fall outside of the five challenges mentioned above.

### **5.4 Resources**

An assessment of the current (and projected) resources available to the unit in relation to the priorities and objectives proposed. This should include:

- faculty complement – including renewal
- support staff
- instructional resources
- equipment
- operating budgets
- space

Sources of any additional financial resources other than what is expected to be allocated by the Dean over the period need to be identified and agreed to by the Dean.

### **5.5 Performance Measures**

Wherever possible, performance milestones or indicators should be identified for each objective to allow for the determination of progress being made in achieving the objectives over the five-year period.

### **5.6 Additional Documentation**

Any additional content or supporting documentation may be appended to the plan.

**6. Communication**

An outline of the communication process to be followed to ensure all unit members are informed of the objectives and content of the plan should be included.

**7. SFU’s Academic Plan 2018 - 2023**

On receipt of the Faculty plans, the Student Services plan, the Graduate and Postdoctoral Studies plan, and Lifelong Learning’s plan, the Vice-President, Academic and Provost will construct the overarching Academic Plan for the institution, using these plans and the ‘Context, Challenges and Questions’ document as a basis. This plan will be sent to Senate and the Board of Governors for information.

Departments and School plans should be submitted to their Deans and not to the Vice President, Academic.

**8. The Planning Timeline**

The planning process timeline is as follows:

		2017			2018								
		O	N	D	J	F	M	A	M	J	J	A	S
1	Deans’ discussion (Oct. 4)												
2	Revision												
3	Chairs/Directors/faculty/students/staff input (Nov.)												
4	Faculty and Dept/School planning												
5	Deans retreat to discuss overlaps/intersections between Faculties												
6	Faculty submission to VPA												
7	SFU Academic Plan drafted												
8	SFU Academic Plan to Senate/BoG												

**Contact**

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