

# SIMON FRASER UNIVERSITY

## Senate Committee on University Priorities Memorandum

TO: Senate

FROM: John Waterhouse  
Chair, SCUP  
Vice President, Academic



RE: Proposed Amendments to the  
Senate Guidelines for Academic Plans (SCUP 06- 21)

DATE: April 25, 2006

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At its April 12, 2006 meeting SCUP reviewed and approved amendments to the Senate Guidelines for Academic Plans .

### Motion

That Senate approve the proposed amendments to the Senate Guidelines for Academic Plans.

encl.

c: G. Nicholls



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## Senate Guidelines for Academic Plans

1. Each academic unit\* shall prepare a three-year academic plan in the same year. Academic plans are intended to guide the operation and development of the academic unit and will be considered by the Dean and Vice President, Academic in making decisions on allocation of resources. Academic unit plans are to be completed by June 30 of the year in which three-year planning is undertaken.

*\* Departments, Schools, Programs. Parallel procedures will be used for plans of academic service units.*

2. Each Faculty Dean will prepare a three-year academic plan on the same schedule. These plans will utilize the three-year academic plans of academic units within the Faculty. These plans are to be completed by the first Friday in October of the same year.

3. The Vice-President, Academic will prepare a three-year academic plan on the same schedule as the Faculty plans. This plan, which is to be completed by November 30 of the same year, will utilize the three-year academic plans of the Faculties and of academic service units. It will be submitted to SCUP for its review and forwarded to Senate for information.

4. Academic plans should give consideration to the elements in the Statement of Purpose for the University approved by Senate and the Board of Governors in 1998.

### 5. Content of Academic Plans

5.1 Academic Unit: Plans should include the following information. The unit will determine the organization of the plan. The most recent unit external review should be considered in preparing the plan.

(a) An assessment of achievements against the previous plan.

(b) A statement of objectives for the current planning period.

(c) Programmes: A brief overview of the undergraduate and graduate programs offered by the unit, including program development and revision activities.

The participation of the unit in other University programs, including interdisciplinary activities as well as with Continuing Studies and Co-operative Education.

(d) Students: Recruitment and support issues for undergraduate and graduate students. Issues regarding International Students may also need to be addressed.

(e) Research: A summary of the research activities of the unit's members and how these relate to the SFU Research Strategic Plan.

(f) Resources: The adequacy of resources available to the unit in relation to their situation and objectives. This will include faculty complement, support staff, other instructional resources, operating budgets, equipment, and space. The plan should include a component for the renewal of the unit's faculty resources.

(g) Communication: An outline of the communication process to ensure all unit members are informed of the objectives and content of the plan.

5.2 Faculties: The Faculty should submit a plan according to the template agreed between the Deans and the Vice President Academic.

6. Each academic year academic units, Faculty Deans, and the Vice President, Academic will prepare a brief update to their academic plan. This will be completed before November 30 of each year to feed into the formal Budgeting process. The plan update of the Vice President, Academic will be submitted to SCUP for its review.

7. The Office of the Vice- President, Academic, will provide statistical information for use in academic plans and plan updates. This will include an annual budget outlook.

May 2006



## Senate Guidelines for Academic Plans (S.00-44 a)

1. Each academic unit\* shall prepare a three-year academic plan in the same year (the next plans will be prepared in the 2000/01 academic year). Academic plans are intended to guide the operation and development of the academic unit and will be considered by the Dean and Vice President, Academic in making decisions on allocation of resources. Academic unit plans are to be completed by December 1st.  
*\* Departments, non-departmentalized Faculties, Schools, Programs. Parallel procedures will be used for plans of academic service units.*
2. Each Faculty Dean will prepare a three-year academic plan on the same schedule. These will utilize the three-year academic plans of academic units within the Faculty. These plans are to be completed by February 1st.
3. The Vice-President, Academic will prepare a three-year academic plan on the same schedule as the Faculty plans. This plan, which is to be completed by March 1st, will utilize the three-year academic plans of the Faculties and of academic service units. It will be submitted to SCUP for its review and forwarded to Senate for information.
4. Academic plans should give consideration to the elements in the Statement of Purpose for the University approved by Senate and the Board of Governors in 1998.
5. Academic plans should include the following information. The unit will determine the organization of the plan. The most recent unit external review should be considered in preparing the plan.
  - (a) A statement of objectives.
  - (b) A brief overview of the undergraduate and graduate programs offered by the unit.
  - (c) An assessment of achievements during the previous plan period.
  - (d) The adequacy of resources available to the unit in relation to their situation and objectives. This will include faculty complement, other instructional resources, operating budgets, equipment, and space.
  - (e) A summary of the research activities of the unit's members.
  - (f) A plan for the renewal of the unit's faculty resources.
  - (g) Recruitment and support issues for undergraduate and graduate students.
  - (h) Participation of the unit in other University programs including Continuing Studies and Co-operative Education.
6. Each academic year academic units, Faculty Deans, and the Vice President, Academic will prepare a brief

update to their academic plan. This will be completed during the fall semester. The plan update of the Vice President, Academic will be submitted to SCUP for its review.

7. The Office of the Vice- President, Academic, will provide statistical information for use in academic plans and plan updates. This will include an annual budget outlook.

2 May, 2000