	Policy No.	Officer Responsible	
	B.105	President	
	Policy Name	Establishment and Discontinuance of Faculties	
Approved by	Replaces	Category	Next Review
Board		C	June 2018
Date Issued	Date Revised	Related Policies, Reference	
June 9, 2015		B.104 Discontinuance of Programs or Courses	

1. OVERVIEW

This policy governs the establishment and discontinuance of Faculties at Capilano University. The establishment or discontinuance of Faculties must be considered and evaluated within the context of Capilano University’s strategic, academic and financial plans, subject to the requirements of the *University Act*.

2. LEGAL FRAMEWORK: THE UNIVERSITY ACT

Section 27 of the *University Act* empowers the University’s Board of Governors to establish Faculties. Subsection (i) requires the Board to consider the establishment of Faculties recommended by the Senate. Under ss. (j) the Board may establish Faculties on its own motion, with the approval of Senate, subject to financial considerations set out in s. 29.

Section 29 states that the Board cannot incur a budget deficit without the approval of the Ministry.

Section 35.2 (6)(e) requires the Board to seek advice from the Senate, and the Senate to advise the Board, on educational policy regarding the establishment or discontinuance of Faculties.


Section 39 states that Faculties may be constituted by the Board, on the Senate’s recommendation.

Section 40 sets out the powers and duties of a Faculty, which are subject to approval of the Senate.

3. ESTABLISHMENT OF FACULTIES

The Board may establish a new Faculty, either on the recommendation of the Senate or the Executive, or on its own motion. Unless the Senate recommended the establishment of the Faculty, the Board must obtain Senate approval. The Board must consider the financial constraints imposed by s. 29 of the *University Act*. The Board may base its decision on the following considerations, or other relevant factors:

- (a) Implications for the organizational structure of the University;
- (b) Implications for the functioning of Senate;


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- (c) Availability of administrative resources;
- (d) Availability of space and equipment; and
- (e) Whether the proposed Faculty is
 - i) sufficiently complex to allow for departmentalization;
 - ii) composed of a coherent group of educational programs that share similar or common educational goals;
 - iii) able to assume its governance powers and duties under s. 40;
 - iv) able to provide representation at the Senate;
 - v) likely to deliver sufficient student FTEs;
 - vi) able to retain and attract faculty members, administrators, and staff; and
 - vii) able to ensure high quality education for University students.

4. DISCONTINUANCE OF A FACULTY

The Board may discontinue a Faculty, either on the recommendation of Senate or of the Executive, or on its own motion. If Senate did not recommend the discontinuance, the Board must seek advice from the Senate and the Senate must advise the Board before the Board discontinues a Faculty. The Board may base its decision on the following considerations, as well as other relevant factors:

- (a) Budgetary considerations;
- (b) Organizational implications for the University, including Senate operations and representation;
- (c) Student demand for courses and programs;
- (d) Alternative delivery of courses and programs; and
- (e) Collective agreement requirements.

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5. MERGER OF FACULTIES

The merger of one or more Faculties may involve the discontinuance of some Faculties and the establishment of others. All of the above considerations will apply to mergers, as appropriate.

DEFINITIONS

Faculty Section 1 of the *University Act* defines Faculty as an educational administrative division of a university constituted by the Board as a Faculty under s. 39 of the *University Act*.