

# 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.

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### Motion

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

encl.

c: G. Nicholls



## 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

(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



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