University of Toronto

Business Essential Document for Creating, Changing or Closing an Academic or Graduate Unit[1]

The Unit Business Essential template is filled in by the Office of the Vice-Provost, Academic Programs (VPAP) based on a Faculty/Division's draft unit change proposal. The template was last updated on February 22, 2021. VPAP will work with the Dean's Office to complete the Business Essentials document and will review this document with the relevant shared service offices. Upon governance approval of the academic proposal, the final document is distributed to the following offices to ensure everyone has the information needed for a smooth implementation:

- Convocation;
- EASI;
- Planning and Budget
- School of Graduate Studies;
- Vice-Provost, Faculty & Academic Life;
- Vice-Provost, Research Innovation

As outlined in the *Process for Maintaining an Accurate list of Academic Units within HRIS (AAA Solution)* documentation, the Office of the Vice-Provost, Faculty and Academic Life (VPFAL) will pass the relevant information to Administrative Management Systems (AMS). AMS is responsible for updating the Human Resources Information System (HRIS) to reflect the academic change.

Name of proposed, changing or closing academic unit:	Centre for Black Studies in Education
Full name of proposed, changing or closing graduate unit (if any) and SGS Division e.g., Graduate Department of Public Health Sciences, Division 4: Life Sciences	N.A.
Proposed action: e.g., Name change to [XXXX]; creation of EDU:C; convert EDU:B to department; close EDU:C called [XXXX]	Create EDU:C
Lead Faculty/Division with primary responsibility for the unit and if this is changing:	Ontario Institute for Studies in Education
List any additional units that may have active responsibility for the unit:	N.A.

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[1] New graduate unit is only created as a result of a new graduate program proposal where it is not possible to offer the graduate program through an existing unit. Graduate units established through the new program process have the following characteristics: the graduate Chair is the same person already appointed as head of the existing academic unit under the *Policy on Appointment of Academic Administrators* (PAAA). The graduate unit name is the same as the name of the existing academic unit.

e.g., Institute of Biomedical Engineering has Faculties of Applied Science & Engineering, Dentistry & Medicine as active units	
Associated units: units that have a relationship with the academic unit	N.A.

1 Effective Date

- For closure, usually June 30; for change, usually July 1 (some variation is possible for EDU: Cs)
- Unit changes in student systems (e.g., ROSI) are effective at the start of a session (May 1, January 1, September 1). For example, a change to Department effective July 1 would have a ROSI change effective September 1.

January 1, 2022

2 Appointment of Academic Administrators (AAA) Implications

- What are, if any, the implications of this change relative to the academic administrative appointments (see Policy on Appointment of Academic Administrators)?
  - ▸ For a change to the AAA appointment (e.g., If an EDU:B becomes a Department, the Director becomes a Department Chair), you should consult with the Provost's Office about the appropriate AAA position (provost@utoronto.ca) and you may need to complete form 4C for changes to the AAA position in HRIS

NA (EDU C)

System Change Guidance
Academic Units and HRIS and ROSI Codes

Academic units have an HRIS shortcode and ROSI code. These two codes are supposed to remain in sync in these U of T systems.

Changing an academic unit's name (Faculty or Department or EDU) does *not* mean that the corresponding HRIS Short Code and corresponding ROSI code are also changed. It is assumed that these codes will be left as they were originally established because changing codes will result in many cascading, negative consequences.

Divisions who feel there is a strong argument to change a code need to speak to the appropriate person in their division and VPAP.

Program Information & Impact of Change

- List all POSt codes associated with the unit. Also note any course codes affected that are not immediately evident based on POSt codes alone.
- Indicate the impact of the change on programs
- Indicate any impact of the change in ROSI, CM and any other related systems

> As proposal is for an Edu C, no program impact. Proposal indicates the EDU C may support a collaborative specialization to be developed in the future.

Office of Convocation

- The Office of Convocation requires at least two months notice ahead of a ceremony when a change affects students' convocation ceremony as convocation processes are done months ahead. The following are examples of changes that impact convocation:
  - ▸ System information collected for convocation ceremony (e.g., degree POSt);
  - ▸ Academic or graduate unit name change, especially when in-program students are provided with a choice;
  - ▸ Transfer of graduate program from one unit to another.

NA

Finance Codes

- If there is an impact, please describe it and the follow-up implementation need

NA

System Access

- Is there any change to the staff members who will access the program?

NA

Research Codes

- Are there changes to any research codes?

NA

Endowments

- Are there changes to any endowments

NA

Visual ID [University Logo Usage]

- U of T Communications supports the creation and change to the academic unit's signature and the style.
  - ▸ Special arrangements must be agreed to in advance and identified here.

EDU:C signature will be needed

Visual ID is asked to provide signatures to: Sim Kapoor, Director, Advancement, Communications & External Relations

Create Centre for Black Studies in Education, OISE, EDU:C

The following form has been reviewed by Lara Cartmale, OISE

Form 1: Use this form to *create* a New Academic Unit (including a Graduate Unit)

Important:

1. If you are creating a new academic unit, as part of the Business Essentials document you must complete form 1 in order to create the new unit in the academic org structure within HRIS.

2. When creating a new academic unit that will be reflected in the academic org structure within HRIS, you must also create a new HRIS Org Unit. This is done using form 3 below, which will be attached to the Business Essentials document.

3. If you are creating a new academic unit with an associated graduate unit, you should complete this form twice (i.e., once for the Academic Unit and once again for the associated Graduate Unit). You will also need to create the associated HRIS unit, using form 3. In the case of a new Graduate Unit, no new HRIS org unit needs to be created. (The HRIS org Unit for all graduate units is Graduate Unit for Grad AAA Positions #660.)

4. If it is decided, by agreement, as part of the creation of a new graduate program, that a new graduate unit is to be created, this form will be completed as part of the Business Essentials form for the graduate program. In the case of a new Graduate Unit, no new HRIS org unit needs to be created. (The HRIS org Unit for all graduate units is Graduate Unit for Grad AAA Position #660s.)

5. In creating a new academic unit, it is also necessary to complete form 4 which will create any AAA positions that the unit is eligible for. This form will also be embedded within the Business Essentials document.

Attribute	Mandatory	Substance	Value (to be completed in discussion with VPAP)	Notes/Description
Unit Name	Yes	This is the name of the Unit as approved in Governance.	Centre for Black Studies in Education	This is what will appear in all reports.
Unit Status	Yes	• Active	Active	Status is always active because you are creating a new academic unit.
Unit Type	Yes	Please choose one of the following options: • Faculty (MDF) • Faculty (SDF) • Graduate Unit • Academic Department • EDU: A • EDU: B • EDU: C	EDU:C	EDU:Ds are not included in the academic unit structure within HRIS. There are other unit types within the academic unit structure in HRIS such as Campus, Library, College, etc. In rare instances, these may be used also.
Start Date	Yes	User inputs the start date (usually July 1)	January 1, 2022	This is the date that the new academic unit will be effective (normally July 1)
Shortcode	Yes	The user creates an academic Shortcode for the academic unit. Note the desired Shortcode should confirm to the following: • A Shortcode for an academic unit must be followed by "-U" • A Shortcode for a graduate unit must be followed by "-GU" Examples: • DLSPH-U • PHSCI-GU	CBSE-U	This is mandatory due to technical constraints. Ideal goal is to have this value match the codes that ROSI defines for its units (not a requirement). Limit of 5 characters.

Attribute	Mandatory	Substance	Value (to be completed in discussion with VPAP)	Notes/Description
HRIS ORG UNIT *note there is a restriction of 40 characters	Yes	Choose either 1. See completed HRIS Org Unit form below. 2. "Graduate Unit for Grad AAA Positions" [code 20].	OISE is not requesting an HRIS Org Unit be created.	**Every new academic budgetary unit requires a corresponding HRIS org unit.** This is created by completing form 3 below (not often done in the instance of an EDU:C). Please note: The HRIS Org Unit for all Graduate Units is "Graduate Unit for Grad AAA Positions" which has already been established.
Campus	Yes	User selects one of the following: • STG [including UTIAS] • UTM • UTSC • Not Applicable [U of T] • Other [All Graduate Units]	STG	This does not drive any functionality in the AAA Solution or HRIS. Separately, the academic org structure contains values for the UTM and UTSC campuses. The UTM and UTSC Faculties fall under their respective campuses. Currently, U of T itself is the only unit that has **Not Applicable**. "Other" should be used for all graduate units (whatever their membership), SGS and University of Toronto Libraries (UTL).

Attribute	Mandatory	Substance	Value (to be completed in discussion with VPAP)	Notes/Description
Parent Unit Name	Yes (except for root unit)	Identify the full name of the parent unit in the existing academic structure (e.g., the Faculty for a Department or EDU; University of Toronto for a new Faculty). If the new unit is a graduate unit, the parent unit would be the School of Graduate Studies (SGS). For an EDU, this is the lead Faculty.	Ontario Institute for Studies in Education	The system will automatically handle the reverse relationship. The parent unit for the Faculties, UTM and UTSC is their respective campuses. The campuses fall under U of T. Thus, when creating a new unit at UTM or UTSC, you should always select the Faculty and not the campus as the parent as in UTSC (Faculty).
Applicable to Graduate Units: is the Unit being created a Tri-Campus Grad Unit?	Yes	User selects one of the following: • Yes • No • Not Applicable	Not Applicable	Yes and No are only applicable if this is a Graduate Unit. **This does not drive any functionality in the AAA Solution or HRIS.**
Applicable to Graduate Units: will SGS manage AAA Graduate Chair Search?	Yes	User selects one of the following: • Yes • No • Not Applicable	Not Applicable	Yes and No are only applicable if this is a graduate unit. This does not drive any functionality in the AAA Solution or HRIS. It reflects the administrative decisions of whether SGS or FAS, UTM, UTSC runs the search for a graduate chair.
AAA Role Eligibility	Yes*Note: a minimum of One value	The unit being created may hold the one or more of the following AAA roles.	Not Eligible	EDU:Cs are not eligible to hold any AAA roles. Select "Not Eligible."

Attribute	Mandatory	Substance	Value (to be completed in discussion with VPAP)	Notes/Description
	must be selected.	User selects at least one of the following: • Chair • Director (EDU:A and EDU:B) • Graduate Chair • Dean • Principal (campus) • Vice-Principal (campus) • Principal (college) • Vice-Principal (college) • Vice-Dean • Associate Dean • Chief Librarian • AAA Librarian • Not Eligible		EDU:As and EDU:Bs do not have Graduate Chairs under policy. Select "Director (EDU A and EDU B)" for the budgetary academic unit, and "Not Eligible" for any corresponding Graduate Unit.
Associated Unit Name(s)	No	This only applies to EDUs and graduate units. *Graduate Units: The associated units for a graduate unit are the budgetary academic units most closely associated with the graduate unit (e.g., the department of English in Arts and Science is associated with the Graduate Department of English, as are the corresponding units at UTM and UTSC).*		This does not drive any functionality but will be reflected in reports. You can enter multiple associated unit names.

Attribute	Mandatory	Substance	Value (to be completed in discussion with VPAP)	Notes/Description
		EDUs: This is where the user may enter other Faculties that are actively engaged in an EDU in addition to the lead Faculty. [only if a Memorandum of Understanding (MOU) to establish formal association exists; not meant to track faculty appointment sharing]		
SGS must update Graduate Faculty Membership (GFM) Table	No	Values: • Yes • No Select "yes" if a new or modified graduate unit.	No	In cases where a new graduate unit is being created, SGS must update their Graduate Faculty Membership (GFM) Table in HRIS.

Form 3: Creation or change (including closure) to an Organizational Unit in HRIS

Important:

1. This form is posted by the Enterprise Applications and Solutions Integration (EASI) and HRIS teams. Complete this form to create or change an HRIS Org Unit, associated with the creation of a new or change to and existing Academic Org unit. **Note:** this form is not needed if an EDU is changing from an EDU:B to an EDU:A, etc.

2. The purpose is to ensure that the HRIS org structure and academic unit structure remain consistent. Please note that academic leads are unlikely to be able to complete this but should contact the Business Officer or comparable central Dean's Office roles for help.

3. Note: all graduate units sit under org unit #660 "Grad unit for Grad AAA positions." Graduate units do not have distinct HRIS org units under this main org unit. Therefore, this for is not completed in relation to the creation, closure or change of a graduate unit.

4. Note: HRIS short codes should not be changed in relation to a name change. HRIS and ROSI codes should remain consistent and in sync in both systems. Changing the HRIS Org Unit Short code to reflect academic name change creates negative consequence. Refer to the Business Essentials Guide for more details.

==*On October 2021: Lara Cartmale confirmed OISE is not requesting an org unit be set up in HRIS, so this form is not been filled in*==.

Request for Set-Up or Change of an Organizational Unit in HRIS
Requests to establish new Organizational Units (departments) or change information of existing units in HRIS must be approved by a Senior Business Officer for the Faculty/Division/School/College. Please complete all sections and send the form to hris.help@utoronto.ca If you have any questions regarding the completion of this form, use the HRIS Help form.
> Org. Unit Information check new ( ) or change ( ) or delimit ( )

- *To request the creation of a new org. unit, please complete ALL fields below.*

- *To request a change, only complete the sections with changes.*

- *Abbreviation for Org Unit that exists in ROSI should only be changed if there is a significant restructuring and the code reflects a new entity or a new academic status. It is recommend retaining the existing code if it is only a name change as there are implications if history is changed and will affect academic records and reports, will require changes to access / security settings for staff and may require new offerings. Contact HRIS team for more information if you want to change abbreviation.*

- *If proposing the creation of a new HRIS org unit associated with the creation of a new academic unit [i.e. Faculty, Department, EDU: A, B, or C], or a change to an existing HRIS org unit, this process will occur as part of the academic unit approval process in conjunction with the Office of the Vice-Provost, Academic Programs. In these instances, this form will be submitted with the form for the creation of the academic unit or change to an existing unit in HRIS.*

Effective Date *(first day of a month)*				
Org. Unit Code (leave blank, if new)				
Org. Unit Name (max. **40** characters)	*from*			
	to			
Org. Unit Abbreviation (max. **5** characters) *AMS will obtain final approval from ROSI*	*from*			
Code & Name of the org. unit it reports to	*from*			
	to			
Default Cost Centre	*from*		*to*	
Which Decentralized HR Office is responsible for this Org Unit?	OISE			
Faculty/Division	*from*		*to*	
Is there an associated academic unit (please enter name and code if existing)	Yes ( )		No (◯)	

> Departmental Mailing Address	
House Number / Street	
Address Supplement: (e.g. Building Name)	
City, Province	
Postal Code	
> Department Contact	

Personnel Number and Name		
> Position Requirements - for positions that are maintained by AMS ***Note: Attach excel sheet for more than one position request)***		
set of Teaching Assistant positions	**Add: yes ( ) no (ₓ◯) or Delimit ( )**	
set of Student/Fellow positions	**Add: yes ( ) no (x) or Delimit ( )**	
set of Work Study position (monthly and biweekly)	**Add: yes (◯) no (x) or Delimit ( )**	
set of <u>casual</u> non-union positions i.e., 1 biweekly and 4 monthly positions.	This set of positions is mandatory for each org. unit and is automatically created by AMS when the org. unit is created.	
Other positions **ADD**		
Other positions **DELIMIT**		

For HRIS Access to New Organizational Unit(s)		
Complete a **Request for Setup or Change – Administrative Management Systems (AMS) Form** for each member of the department requiring access to display/update HRIS information for that Organizational Unit. https://easi.its.utoronto.ca/access/ams-system-forms/. Complete sections 1, 2, 7, 8, 9 and email to access.easi@utoronto.ca For a list of Decentralized HR contacts see http://contact.hrandequity.utoronto.ca/staff-directory/		
Request submitted by:		Submitted on:	
Authorized by:		**Authorized on:**	