



POLICY TITLE: Academic Nomenclature

POLICY CATEGORY: COLLEGE ADMINISTRATIVE

POLICY NUMBER: A021

POLICY OWNER: Office of the President

POLICY APPROVER: Board of Governors

APPROVAL DATE: 3/25/2024

EFFECTIVE DATE: 9/2/2024

REVIEW PERIOD: Every 5 Years

REVIEWED: N/A Click or tap to enter a date.

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# 1. Purpose

## 1.1. Introduction

George Brown College's organizational structure is designed to maximize each department and individual's ability to contribute value to the achievement of the College's mission, priorities, and goals. This policy supports the College's commitment to ensure its structure and related academic nomenclature remains in strategic alignment with relevant higher education bodies, nationally and globally in support of student and faculty mobility, applied research, industry participatory learning and the advancement George Brown College global partnerships.

Clear articulation of GBC's academic entities is intended to provide clarity and clear accountabilities to college employees while providing students, external partners, and the larger community with information about the College's accountability structures and contacts for information and services.

## 2. Scope

This policy applies to all academic entities at George Brown College.

## 3. Definition of Terms

**Faculty:** A faculty is a division within the college comprised of one subject area or a group of related areas (i.e., Faculty of Health Sciences).

**School:** A school is an academic unit that may contain one or more departments. Typically, Schools confer professional credentials and/or accreditations (i.e. Sally Horsfall Eaton School of Nursing).

**Department:** Departments are typically situated within a School and focus on a specific area of knowledge and/or specialized study.

**Centre:** Centres typically involve faculty and staff from one or more departments, schools, or facilities who are engaged in dedicated research, education, including multi and interdisciplinary programs, and/or service activity (i.e., Centre for Teaching & Learning).

**Institute:** An institute is an organization intended for innovation and thought leadership and is broader in scope than a Centre. It is typically associated with a physical and organizational infrastructure for conducting research and/or innovation activities. It involves faculty and staff from multiple units who depend on a set of common facilities to carry out their work. An Institute may house within it one or more Centres. (i.e. Brookfield Sustainability Institute)

## **4. Policy**

### **4.1. Nomenclature**

- 4.2. George Brown College's academic programming is divided into five overarching structures: Faculties; Schools; Departments; Centres; and Institutes [see definitions section for detailed descriptions].
- 4.3. Establishing and updating nomenclature for each of the five overarching structures is governed by a clear accountability and approvals process. [see 'Procedures' section for the relevant processes].
- 4.4. George Brown College will maintain and publish an organizational chart for all academic entities indicating the organizational linkages for these structures across the College.
- 4.5. The chart will include the approved name of the organizational entity, position title of the key positions.

## **5. Appendices**

### **5.1 Process for approving or changing a name for a George Brown College Faculty or a School:**

1. College Stakeholder Review Committee Consultation and Recommendation [Membership Determined by President].
2. Academic and Student Affairs Subcommittee and The Board of Governors approval.
3. Change communicated internally to college employees via email and website.
4. Marketing Department ensures updates are incorporated into public-facing organizational chart.
5. Relevant George Brown stakeholders (including but not limited to Marketing, People and Culture, the Office of the Registrar) ensure that the nomenclature change is captured in all relevant internal and external documentation, materials, and processes.

### **5.2 Process for approving or changing a name for a George Brown College Department:**

1. College Stakeholder Review Committee Consultation [Membership Determined by President].
2. President approval.

3. Change communicated internally to college employees via email and website.
4. Marketing Department ensures updates are incorporated into public-facing organizational chart.
5. Relevant George Brown stakeholders (including but not limited to Marketing, People and Culture, the Office of the Registrar) ensure that the nomenclature change is captured in all relevant internal and external documentation, materials, and processes.

### **5.3 Process for approving or changing a name for a George Brown Centre or Institute:**

1. College Stakeholder Review Committee Consultation and Recommendation [Membership Determined by VPA and/or Provost]
2. VPA & Provost:                 Review/Approval
3. Dean:                                 Review/Approval
4. College Council:                 Review/Informational
5. President:                         Review/Approval
6. Change communicated internally to college employees via email and website.
7. Marketing Department ensures updates are incorporated into public-facing organizational chart.
8. Relevant George Brown stakeholders (including but not limited to Marketing, People and Culture, the Office of the Registrar) ensure that the nomenclature change is captured in all relevant internal and external documentation, materials, and processes.