

Office of the Provost and Vice President for Academic Affairs
Procedure to Establish, Restructure or Rename an Academic Unit (November 20, 2015)

In order for Georgia College to advance its institutional mission there may be a need to establish, restructure or rename an academic unit. An academic unit is defined as a program, department, school, or college. The process of establishing, restructuring or renaming an academic unit shall include a series of steps. The first step focuses on encouraging a conversation between the faculty, dean and provost about the proposed unit. Following that, information is provided about developing a formal request. The concluding steps, include a number of reviews that lead to a final recommendation to the President. Specifically,

Step I: The faculty, department chair(s), college Dean(s) and Provost discuss the establishment/restructuring/renaming of an academic unit, identifying the viability and rationale.

Step II: Following these conversations, the Provost decides if the establishment/restructuring/ renaming of an academic unit is appropriate. The Provost then authorizes the development of a formal request.

Step III: Following this approval, the proposer(s) of the academic unit prepares a request for consideration by university governance. If the request is to rename, then a rationale would suffice. In all other cases, the request shall include the rationale for the establishment/restructuring or renaming of the academic unit, existing and additional resources needed, as well as source(s) of funding. The request shall address the following:

1. **Significance:** How does the proposed change positively contribute to the overall mission of the institution? Does the proposed unit duplicate other units?
2. **Excellence:** How does the proposed change contribute to academic excellence? How is quality met within the proposed academic unit?
3. **Student Service:** How well does the proposed unit meet the needs of the undergraduate and/or graduate students? How about future demand?
4. **Cost:** Is the proposed unit cost effective? How will these costs be funded? What role does centrality to the mission play if the proposed unit is not cost effective?

In developing the request, the following issues should be considered:

1. **Resource Allocation** (budget, space, support services).
2. **Governance** (participation in the university governance system).
3. **Faculty and Staff** (instructional/administrative).
4. **Timeframe.**

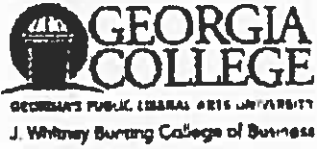
Step IV: The request is submitted to the Provost who may request revisions. The Provost submits the request for review to the Executive Committee of the University Senate.

Step V: The request is reviewed by the University Senate. If recommended, it is forwarded to the Provost.

Step VI: The request is reviewed by the Provost. If recommended, it is forwarded to the University President.

Step VII: The University President reviews the request and makes the final decision.

Step VIII: The Office of the Provost announces the final decision to the university.



**Restructuring College of Business Departments:
Combining Management with Marketing and Logistics
August 2017**

Acknowledgement of this request by the Discipline-area leadership:

Management


Chris Lowery, Area Coordinator

8/2/17
Date

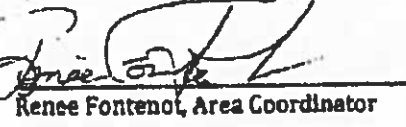
Marketing


Joanna Schwartz, Area Coordinator

8/2/17
Date


Bob Duesing, Area Coordinator

8/2/17
Date


Renee Fonteno, Area Coordinator

8-2-17
Date


William Miller, Area Coordinator

8/2/2018
Date

Logistics


Kayl Manrodt, Director
Master of Logistics and Supply Chain Management

8/2/2017
Date

NOTE: As of July 1, 2017 both of these departments - Management, and Marketing and Logistics - are operating with a temporary structure of Area Coordinators because neither department has a department chair.

