



Office of the Provost and Vice President for Academic Affairs

Procedure to Establish or Rename an Academic Unit

The process of establishing or renaming an academic unit could take place as a result of a process that should include the following steps:

Step I

The academic program/department in consultation with the college Dean discusses the establishment/renaming of an academic unit.

Step II

The college Dean in consultation with the Provost discusses the establishment/renaming of an academic unit.

Step III

Following these conversations, the academic program/department prepares a request for consideration by university governance. The request should 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 graduate students?
4. **Cost:** Is the proposed unit cost effective? 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 **APC or FAPC or CAPC** of the University Senate for review. If approved it is forwarded to the University Senate.

Step V

The request is reviewed by the University Senate. If approved, it is forwarded to Provost.

Step VI

The request is reviewed by the Provost. If approved, it is forwarded to President.

Step VII

The President reviews the request and makes the final decision.

Step VII

The Office of the Provost announces the final decision to the university.