

UC Merced Policy and Procedure Manual
Chapter xx, Campus Organization and Management
Section xx, Establishment or Revision of Academic Units
Approved: xxxx
Supersedes: none

Source Document: “*Systemwide Review Process of Academic Programs, Academic Units, and Research Units*” (see <http://www.ucop.edu/acadaff/accomp/>) (the *Compendium*) and “*Procedural Manual for the Review of Proposals for Academic Programs and Units (May, 2003)*”

Exhibit A, Flow Chart -- Approval Process for Academic Units

I. Purpose

This section describes the formal steps to be taken in preparation, transmittal, review, and implementation of proposals for the establishment or revision of an Academic Unit at UCM.

II. Definitions

A. Academic unit: Any existing or proposed organizational structure to which appointments are made that confer membership in the Academic Senate. An academic unit is normally located within a single school or college.

B. Consolidation: Merging of two or more academic units by dissolution of existing ones and creation of a single new academic unit.

C. Disestablishment: Dissolution of an academic unit.

D. Establishment: Creation of an academic unit or transformation of any unit into an academic unit.

E. Intercampus transfer: Transfer of an academic unit from one campus to another.

F. Intracampus transfer: Transfer of an academic unit from one campus administrative unit to another.

G. Reconstitution: Any combination of actions treated as a unified plan and intended to transfer, consolidate, discontinue, disestablish (TCDD), change the name of, or establish an academic unit. Most often, one or more TCDD actions are central to the plan, which may include name changes or establishments as concomitant actions.

III. Policy

A. These procedures are applicable to the restructuring of any academic unit that affects the voting rights of members of the Academic Senate under UC Title VI, Bylaw 55.

B. These procedures do not apply to the creation or revision of academic degree programs or graduate groups (see Section xx-xx) or to the creation or revision of organized research units (see Section xx-xx) that are not academic units.

C. Nothing in these policies shall preclude an individual faculty member from being appointed to more than one academic unit.

IV. Development of Proposal

A. A proposal for a new academic unit, or the restructure or reorganization of an existing academic unit, shall be developed by a group of faculty, dean, or other academic unit.

B. The group developing the proposal must consult with interested parties and affected units, in advance, to gather input and recommendations. Consultations should include:

1. Faculty in other academic units or programs whose membership and academic programs are involved or otherwise affected by the proposal.
2. Academic Senate review committees (college or school Executive Committee, Undergraduate Council, Graduate and Research Council, Committee on Academic Planning and Resource Allocation) for assistance meeting committee review requirements.
3. The dean of the affected school(s) or college(s) regarding potential support.
4. The Vice Provost for Undergraduate Education or Dean of Graduate Studies for guidance in formulating the proposal in matters related to instruction and degree programs.
5. Potentially affected students.

C. Proposals for the development of new academic units shall contain the following:

1. Justification of the unit in terms of campus and University-wide academic needs, and potential contribution of the unit to campus and University-wide goals.
2. A description of the relationship of the academic unit to existing or planned degree programs.
3. A statement of the unit's objectives.
4. A statement describing the impact of the new unit on other campus units and/or programs.
5. A statement regarding possible administrative overlap with other existing campus units.
6. A statement of the unit's governance, including
 - a. Unit bylaws
 - b. Policies and procedures for academic appointments and promotions
 - c. Organizational chart showing delegation of authority and responsibilities
 - d. A description of the unit's administrative structure
7. A statement regarding the method of consultation with students and faculty and their appended comments.

D. Proposals for the transfer, consolidation, disestablishment, or reconstitution of academic units shall contain the following:

1. Justification of the proposed action including analysis of costs and benefits to the campus and expected budgetary impact; a statement of the resulting unit's objectives; an outline of changes in instructional programs; a statement about the expected impact to enrollment, changes in staffing and space requirements.
2. A phase-out plan that includes an explicit description of the accommodations to students, faculty, staff, and non-academic appointees.
3. A complete statement of all steps required for adoption and implementation of the proposal and the timetable of target dates for completion of each step.
4. Explanation of the method of consultation that was employed in the review process with students and faculty members from potentially affected units and with appropriate college or Divisional Council committees.
5. Description of the relationship of the proposal to the campus and unit's academic plan.
6. For transfer, consolidation, or reconstitution, a statement of the unit's governance, including:
 - a. Unit bylaws

- b. Policies and procedures for academic appointments and promotions
- c. Organizational chart showing delegation of authority and responsibilities
- 7. Appended comments of students, faculty, academic non-Senate appointees, and committees.

V. Procedures for Review and Approval

For a flow chart of these procedures, see Exhibit A.

A. Review by units in school or college

1. The affected academic unit(s) (any unit below the level of college or school) shall review the proposal. The recommendation shall be reported as a separate vote of the Academic Senate members of the affected unit.
2. If the academic unit is subordinate to another academic unit below the level of school or college, the senior unit shall also review the proposal and provide a recommendation by a separate vote of the Academic Senate members of the unit.

B. School or college review

1. The dean of the affected school, college, or Graduate Studies reviews the proposal and determines if the revision will receive resource and strategic support. The dean communicates this recommendation to the Executive Committee of the school or college.
2. The Executive Committee of the school or college reviews the proposal following the procedures specified in the bylaws of the school or college.
3. If an academic unit affects more than one school or college, the review will be undertaken by the dean and Executive Committee of each.

C. Academic Senate review

1. Any action that affects the organization of an academic unit, including creation, reconstitution, consolidation, division, or disestablishment, is subject to approval by the Divisional Council.
2. Recommendations of the school or college Executive Committee or faculty (if required) or the Graduate Council, and the recommendation of the dean(s) is communicated to the Chair of the Divisional Council for transmittal to the appropriate standing committees of the Division (generally the Committee on Academic Planning and Resource Allocation; Committee on Academic Personnel; Graduate and Research Council; Undergraduate Council; and Committee on Rules and Elections) for review.
3. Recommendations of the standing committees are transmitted to the Divisional Council, which resolves any existing conflicts.
4. Academic Senate recommendation is made after favorable review by the Divisional Council.

D. Administrative approval

1. The offices of Academic Planning and Resource Management and Institutional Planning and Analysis provide resource analysis.
2. The Chair of the Divisional Council transmits the Senate's favorable review of the proposal to the Executive Vice Chancellor.
3. The Executive Vice Chancellor reviews the proposal and consults with appropriate members of the administration to determine if the campus will support the action, including providing appropriate resources, and advises the Chancellor.
4. The Chancellor transmits campus approval to the Chair of the Divisional Council, the Vice Provost for Undergraduate Education, Dean of Graduate Studies, deans of schools or colleges, Vice-Chancellor for Student Affairs, and Offices of Accounting & Financial Services, Admissions, University Communications, Registrar, and Planning and Resource Management
5. The Chancellor transmits the proposal to the Office of the President as required.

6. The Chair of the Divisional Council transmits approval to the system-wide Academic Senate as required.

VI. References and Related Policies

Systemwide Review Process of Academic Programs, Academic Units, and Research Units (see <http://www.ucop.edu/acadaff/accomp/>).

Procedural Manual for the Review of Proposals for Academic Programs and Units (May, 2003).

Approval Process for Academic Units

Formation
Consolidation
Reconstitution
Disestablishment
Transfer

