

<p>University Policy Statement California State University, Fullerton</p>
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## UPS 100.600

# PROCEDURES FOR THE ESTABLISHMENT OF UNIVERSITY DEPARTMENTS

### I. Criteria

The following criteria must be met for the establishment of an instructional department:

- a. A curricular justification shall be prepared which supports in detail the establishment of the department. The justification may have one or more bases such as the recognition of a discrete discipline, the emergence of a new discipline, or the development of unique perspectives with respect to knowledge and/or methodology. The justification must demonstrate that present departmental alternatives do not provide an adequate form for education in the area of the proposed department. To be considered for implementation by the Academic Senate during the following academic year, this justification must be completed and formally submitted to the Academic Senate Chair prior to November 15.
- b. The proposed department shall maintain at least three full-time teaching and/or administrative positions.
- c. The proposed department chair shall be housed in the department and shall be assigned more than half of his or her teaching and/or administrative load in the department.
- d. At least one other full-time member of the teaching faculty shall be housed in the department and shall be assigned more than half of his or her work in the department.

- e. Staff, space, equipment, and operating expense funds shall be available for the department.

## **II. Procedural Guidelines**

- a. Proposals for the formation of departments may originate with individuals, groups, programs, or existing departments within the academic community and shall be submitted to the Academic Senate Chair prior to November 15.
- b. The Academic Senate Chair, after informing the Executive Committee about the proposal, shall refer it to the Curriculum Committee.
- c. The Curriculum Committee shall be responsible for announcing the interest in developing the department and for establishing a subcommittee, which shall recommend to the Curriculum Committee concerning the formation of the department.
- d. This subcommittee shall examine the curricular justification in detail, shall distribute it to all departments, shall solicit their comments upon it, and shall hold at least two hearings on this matter, which are open to the campus community. A written evaluation of the curricular justification shall be included in the recommendation\* of the subcommittee.
- e. Following the recommendation\* by the subcommittee, the proposal for the department shall be forwarded to the Curriculum Committee for its written review and recommendation\*, especially with respect to Criterion I,a.
- f. Upon approval by the Curriculum Committee, the proposal for the department shall be forwarded to the Academic Senate Chair, who shall advise the Executive Committee of the recommendation\*, and then submit the proposal to the Priorities Committee for its written review and recommendation\*, especially with regard to Criteria I,b-e.
- g. Upon the receipt of the Priorities Committee's report by the Academic Senate Chair, the proposal, along with the recommendations\* of the Curriculum Committee and the Priorities Committee, shall be forwarded to the Academic Senate for its review and recommendations\*.
- h. Upon approval by the Academic Senate, the proposal for the department shall be sent to the President for his/her review and recommendation\*.

\* Recommendation may include approval, disapproval, further consultation, or other actions.

RESOLVED, October 4, 1973: That all existing degree programs shall be classified into one of two administrative forms of organization--Departments or Joint Degree Programs--as specified in FCD 73-140 (superseded by UPS 100.600 and UPS 410.114).

**EFFECTIVE DATE: November 28, 1973**  
Supersedes FCD 73-140  
Ed Revised 6-86