

## UPS 100.605

# POLICY ON ADMINISTRATIVE RESTRUCTURING OF ACADEMIC AND ACADEMIC SUPPORT PROGRAMS

1. Formal proposals for restructuring shall originate with the Vice President Academic Affairs in consultation with the Dean(s) or Directors(s) of the affected units following consultation by the dean(s)/director(s) with members of the affected units.
2. Formal proposals for restructuring shall be presented by the Vice President Academic Affairs to the Senate Chair. Such proposals shall include an explicit description of the proposed administrative arrangements and shall include a curricular or administrative justification, which supports in detail the proposed change. The justification shall also include an analysis of costs and benefits. Such proposals shall be presented in time to allow for reasonable review.
3. The Vice President Academic Affairs, in consultation with the Senate Chair and with the dean(s)/director(s) involved, shall appoint an *ad hoc* committee to study the proposal. The committee shall include at least five faculty members (including representation from the units involved and from a school not involved in the proposed restructuring) and at least one student. The charge of the committee shall be to evaluate the proposed change and provide a report to the Vice President Academic Affairs, the Senate, the dean(s)/director(s) and the faculty/staff of the units involved. The *ad hoc* committee shall report its findings no later than six weeks following formation of the committee.

4. As part of its deliberative process, the *ad hoc* committee shall hold at least one open meeting where individuals may express their opinions about the proposed change. Announcement of this open session shall be made well enough in advance to insure adequate notice.
5. Any curricular change resulting from the administrative restructuring shall be reviewed by appropriate entities in accordance with UPS 410.103.

**EFFECTIVE DATE: June 24, 1993**  
*[New UPS]*  
Supersedes: ASD 93-75 Revised