

<p style="text-align: center;"><b>University Policy Statement</b> <b>California State University, Fullerton</b></p>
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## UPS 100.900

# PROCEDURES FOR ESTABLISHING SCHOOLS AT CALIFORNIA STATE UNIVERSITY, FULLERTON

- A. Principal academic sub-units are colleges at California State University, Fullerton, whose chief academic/administrative officers are deans. Departments, schools, divisions, and programs are standard terms for units within colleges.
- B. Schools shall be located within colleges, reporting to a college dean. Schools may, but need not necessarily, include more than one department, division or program.
- C. Proposals to create schools may originate with interested groups of faculty, or with suitable academic/administrative officers such as college deans, the Vice President for Academic Affairs, or the President. Proposals shall first be approved by the appropriate college dean and the Vice President for Academic Affairs.
- D. After such initial consultation and approval, a specific proposal to create a school shall be forwarded to the Chair of the Academic Senate. The proposal shall address the topics and questions indicated below, clearly indicating affected faculty and affected programs, the proposed reporting arrangement for the school, and the proposed title of the chief academic / administrative officer of the school, usually Director.
- E. The Chair of the Academic Senate shall cause an ad hoc committee to be chartered and elected by the Senate for the purpose of reviewing the proposal. The dean of the affected college and the Associate Vice President for Academic Programs shall be voting members of the ad hoc committee. Membership on the ad hoc committee should include persons familiar with university budget, planning, and curricular processes. The college dean plus faculty from the affected college shall comprise not more than one person less than half of the ad hoc committee membership.

- F. The ad hoc committee shall consider the proposal in a prompt, suitable process, which may include holding one or more open hearings. At the conclusion of its considerations, the ad hoc committee shall report its findings and recommendations to Planning, Resource and Budget Committee, which shall recommend to the Senate. The Senate shall make a recommendation to the President regarding the proposal.

The ad hoc committee recommendations shall include at least these elements:

1. A clear statement of additional costs anticipated to be incurred by the establishment of the school;
2. A substantial review and analysis of the use of the term “school” for this program / these programs elsewhere in American higher education; and
3. A clear statement of the internal structure and process that will be used for faculty recruitment, retention, promotion, and tenure decisions, to include specifying school-level, department-level or other location for
  - where personnel standards will be developed and maintained,
  - where personnel committees will be established, and
  - who will act as unit chair for faculty personnel purposes;
4. A clear statement of how the proposal may advance the campus Mission, Goals & Strategies:

*Ensuring the preeminence of learning:* • Will the proposed school establish a superior environment for learning? Will it help us to recruit and retain highly-qualified and diverse faculty and staff? How?

*Providing high quality programs that meet the evolving needs of our students, community, and region:* • Will the proposed school benefit future program development in the indicated fields? Will off-campus relationships with allied professions be enhanced? How?

*Enhancing scholarly and creative activity:* • Will the proposed school benefit faculty scholarship? How?

*Making collaboration integral to our activities:* • Will faculty and staff enter refreshed or newly-invigorated relationships as a consequence of the proposed school? How?

*Creating an environment where all students have the opportunity to succeed:* • Will the proposed school enhance student access to learning? How?

*Increasing external support for university programs:* • Will the community support the proposed school arrangement more strongly than other structures? How?

*Expanding connections and partnerships with our region:* • Will the proposed school facilitate connections and partnerships? How?

*Strengthening institutional effectiveness, collegial governance, and our sense of community:* • What are the details of governance? What are the implications for accreditation? Will relationships within the proposed school enhance faculty and student learning? How?

**EFFECTIVE DATE: August 29, 2000**  
**[New UPS]**