



University Policy Statement

UPS 100.250

DEFINITION OF AN ACADEMIC UNIT

An academic unit is an entity whose primary mission is teaching or teaching and research related to one or more nationally recognized academic disciplines identified with Classification of Instructional Program Codes (CIP) or one or more recognized academic fields. Whereas academic units typically are departments, schools, divisions, or programs located within colleges, they may also exist outside of colleges.

I. Composition

All academic units shall:

- A. Be composed of at least one tenured or tenure-track faculty member whose appointment may be in a different academic unit; and
- B. Have a tenured or tenure-track faculty member who serves as the department chair, school director, program coordinator, or a comparable position who manages unit responsibilities and whose appointment may be in a different academic unit; and
- C. Have a curriculum committee, program council or advisory board, or a similar body appointed by the Academic Senate (e.g., The University Honors Program, see UPS 412.010 - Honors Programs), the majority of whose members are tenured or tenure-track faculty; and
- D. Have been formed pursuant to the appropriate university policies and procedures (e.g., UPS 100.600 - Proposals and Procedures for the Establishment of University Departments, UPS 100.900 - Procedures for Establishing Schools at California State University, Fullerton, UPS 410.113 - Guidelines for the Structure and Administration of Joint Degree Programs).

II. Responsibilities

In accordance with their formation, academic units shall establish, document, follow, and update as necessary their formal internal policy and procedures for conducting unit functions, including but not limited to governance, Retention, Tenure, and Promotion (RTP), and curriculum development and maintenance. Such policy and procedures shall be verifiably documented and consistent with relevant governing documents (e.g. University Policy Statements, Title 5).

Source: Curriculum Committee

EFFECTIVE DATE: February 14, 2019

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and ASD 16-117