



University Policy Statement

UPS 100.605

POLICY ON ADMINISTRATIVE RESTRUCTURING OF ACADEMIC PROGRAMS

Restructuring includes the merger, combination, or separation of academic programs, departments, divisions, schools, or colleges. Restructuring does not include changes within an academic program (UPS 410.103), program discontinuance (UPS 100.610), establishment of a new program (UPS 100.600), institute (UPS 100.700), or school (UPS 100.900) or program/department name changes (UPS 100.601), which are covered by the identified policy statements.

1. A formal proposal for restructuring shall originate with the Provost and Vice President Academic Affairs (VPAA) in consultation with the dean(s) or director(s) of the affected units following consultation by the dean(s)/director(s) with members of the affected units.
2. After such initial consultation and approval, a formal proposal for restructuring shall be presented by the Provost and VPAA to the Chair of the Academic Senate. Such a proposal shall include an explicit description of the proposed administrative arrangements. This description shall include a curricular or administrative justification, which supports in detail the proposed change, evidence of consultation with the affected units, and an analysis of costs and benefits. Such proposals shall be presented in time to allow for reasonable review. Any proposed curricular change resulting from the administrative restructuring shall be reviewed by the appropriate entities in accordance with UPS 410.103.
3. The Academic Senate Executive Committee, in consultation with the Provost and VPAA and dean(s)/director(s) of the affected units, 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 college not involved in the proposed restructuring), one staff member from each of the units involved, and at least one student appointed by Associated Students Inc. The charge of the committee shall be to evaluate the proposed change and provide a report to the Provost and VPAA, the Academic 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 ensure adequate notice. At the conclusion of its considerations, the *ad hoc* committee shall report its findings and recommendations to the Planning, Resource, and Budget Committee, which shall make a recommendation to the Academic Senate. The Academic Senate shall make a recommendation to the President regarding the proposal.

EFFECTIVE DATE: March 23, 2015
Supersedes: UPS 100.605 dated 7-11-11
and ASD 14-194

Source: PRBC, Fall 2014