



## University Policy Statement

### 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 (VPAA), or the President. Proposals shall first be approved by the appropriate college dean and the VPAA.
- D. After such initial consultation and approval, a specific proposal (the 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 Academic Senate Executive Committee in consultation with the dean of the affected college and the VPAA shall appoint an ad hoc committee for the purpose of reviewing the Proposal. The dean of the affected college and the Associate Vice President for Academic Programs (AVPAP) shall be voting members of the ad hoc committee. The committee shall comprise at least five faculty members including no more than two from the college in question and one student appointed by ASI. The charge of the committee shall be to evaluate the Proposal and provide a report to the 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.
- F. 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 Proposal. 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 recommend to the Senate. The Senate shall make a recommendation to the President regarding the Proposal.

G. As part of the Proposal and the recommendations of the ad hoc committee, the following elements should be addressed:

1. A substantial review and analysis of the use of the term “school” for this program / these programs elsewhere in American higher education; and
2. 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;
3. A clear statement of how the proposal may advance the campus’s vision, mission and, goals:
  - how will the proposed school enhance student learning, and in particular what are the advantages to the students of pursuing the proposed curriculum within the framework of a school rather than within an existing department or program,
  - in what ways will establishment of the proposed school provide added value or benefits to CSUF,
  - how will the proposed school enhance the relationships between the college where the school is housed, its faculty and students, and the larger professional community?
  - in what ways will establishment of the school contribute to the recruitment and retention of a high quality and diverse faculty;
4. A clear statement of additional costs anticipated to be incurred by the establishment of the school.

Source: PRBC, Spring 2015

**EFFECTIVE DATE: June 23, 2015**  
**Supersedes: UPS 100.900 dated 8-29-00**  
**and ASD 15-78**