



## University Policy Statement

# UPS 100.600

## ESTABLISHMENT OF UNIVERSITY DEPARTMENTS

Proposals for the formation of departments may originate from individual faculty, administrators, or existing academic units within the university community. Such proposals must contain a rationale for the proposed department, meet necessary criteria, and follow the established procedure as laid out in this document.

### I. REQUIRED ELEMENTS

A. A completed proposal that includes the following:

1. A rationale that justifies the establishment of the proposed department. This rationale must detail the ways in which current departmental structures do not serve the curricular, administrative, and/or scholarly needs of this discrete or emergent intellectual community.
2. An explanation of how administrative, governance, and curricular criteria are to be met.
  - a. Sufficient full time tenured/tenure track faculty (with consideration given to sabbaticals and leaves) to conduct departmental functions: chair, RTP, governance, curriculum building and maintenance, advising, budget oversight, and recruitment. (Normally six or more full time tenured/tenure track faculty members are recommended for the establishment of new departments. Restructuring and discontinuance procedures are governed by separate UPS documents.)
  - b. A ratio of tenure-track to temporary faculty that is equal to or greater than the University average.
  - c. A chair who is housed in the department with all of his or her work assignment in the department.
  - d. In addition to the chair, more than half the tenure track faculty is housed in the proposed department and receives at least the majority of its assigned time in the department.
  - e. Staff, space, equipment, and operating funds are identified and available for the proposed department.

B. A completed Planning, Resource, and Budget Committee (PRBC) Program Cost Analysis.

## II. PROCEDURAL GUIDELINES

- A. Proposals for the establishment of new departments must be completed and formally submitted to the Academic Senate Chair by October 15th of the year prior to the anticipated implementation.
- B. Within two weeks of receipt of the department establishment proposal, the Academic Senate Chair, after informing the Executive Committee about the proposal, shall refer it to the University Curriculum Committee and/or the Graduate Education Committee, as appropriate. The Academic Senate Chair shall announce the proposal to the university community and invite its members to submit comments, concerns, and challenges in writing to the Chair of the Academic Senate within 30 days after the announcement. At end of the 30-day period, the Chair of the Academic Senate shall transmit all comments, concerns, and challenges to the proposal to the University Curriculum Committee or Graduate Education Committee, as appropriate.
- C. If there is no challenge to the department establishment proposal, the University Curriculum Committee or Graduate Education Committee shall submit a recommendation to the Chair of the Academic Senate no later than 14 days after the first day of the subsequent spring semester. Taking into account all comments and concerns received from the university community, the recommendation may include approval, disapproval, or other actions.
- D. A challenge is a formal request to disapprove a department establishment proposal on specific jurisdictional or academic grounds. A challenge may be sponsored by an academic unit or by a college dean and submitted to the Chair of the Academic Senate. In the event of a challenge, the parties involved are encouraged to undertake steps to resolve the issue.
- E. If the issue is not resolved and the challenge remains, the University Curriculum Committee or Graduate Education Committee, as determined by the Senate Executive Committee, shall hold an open hearing to provide an opportunity for public discussion. If no resolution has occurred by the first day of the subsequent spring semester, this hearing shall be convened no later than 30 days thereafter. The open hearing shall be announced by the Chair of the Academic Senate to the university community no less than 14 days before the date of its convening.
- F. The University Curriculum Committee or Graduate Education Committee shall submit a recommendation to the Chair of the Academic Senate no later than 14 days after the hearing. Having taken into account all the comments, concerns, and challenges expressed prior to and during the open hearing, the recommendation may include approval, disapproval, further consultation, or other actions.
- G. Having received the recommendation of the University Curriculum Committee or Graduate Education Committee, the Chair of the Academic Senate shall advise the Executive Committee of the recommendation and submit the department establishment proposal to the PRBC. The PRBC shall review the department establishment proposal and issue a report, consisting of a written review and a recommendation, which may include approval, disapproval, further consultation, or other actions. This report shall include comments on all previous sets of review and recommendations and shall be delivered to the Chair of the Academic Senate within 30 days.

H. Upon receipt of the PRBC's report, the Chair of the Academic Senate shall agendaize the department establishment proposal together with all accompanying documents. The consequent recommendation of the Academic Senate shall be submitted to the President for final decision.

Source: University Curriculum Committee

**EFFECTIVE DATE: May 12, 2017**  
Supersedes: UPS 100.600 dated 7-23-13  
and ASD 13-120