

# STANDARD ADMINISTRATIVE PROCEDURE

## **03.02.02.M0.02 Policy and Procedure for Effecting Change in Academic Departmental Structure**

*Approved June 2, 1993*

*Revised February 19, 2014*

*Next scheduled review: February 19, 2019*

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### **Standard Administrative Procedure Statement**

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Changes in academic units involving merger, division, or dissolution of existing departments or academic units must occur in the context of participation by faculty and the administrators. Accordingly, the faculty and other affected parties shall be notified of the proposed change and a committee with broad representation and a majority of faculty of the affected department(s) or unit(s) will be formed. Decisions about the change will be made by the Dean or Director and transmitted to the Provost or Executive Vice President of the Texas A&M Health Science Center (TAMHSC) for approval.

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### **Official Procedure**

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#### 1. COMMITTEES

A committee to identify issues, concerns, structures and strategies shall be formed. The size and makeup of the committee will vary according to circumstances, but the majority must be faculty of the affected department(s) or unit(s), at least half of which shall be elected by the faculty of the respective department(s) or unit(s). The Dean or Director may appoint the remainder of the committee to assure broad representation of concerned groups. For the purposes of this document "faculty" refers to those eligible to vote for members of the Faculty Senate.

#### 2. APPROVAL

The committee shall be consulted at every stage of the decision-making process and the faculty informed of the progress of the committee and of the final results. Ultimately, the decision regarding the proposed organizational changes will be made by the Dean or Director and will be transmitted to the Provost or Executive Vice President of the TAMHSC, whose approval is required. When the recommended change is transmitted to the Provost or Executive Vice President of the TAMHSC, documentation of faculty input and participation shall be provided; such documentation shall include a survey of

faculty opinion and indicate faculty sentiment regarding the proposed change. Moreover, a report of the committee shall be attached.

Upon approval by the Provost or Executive Vice President of the TAMHSC of the proposed organizational change, the Dean or Director will be responsible for initiating all necessary administrative procedures for obtaining required approvals from other internal offices or organizations. The Office of the Provost or Executive Vice President of the TAMHSC will be responsible for attaching to its memorandum of approval a complete list of the administrative procedures to be initiated by the Dean or Director. Notifications or approvals from external authorities will be the responsibility of the Office of the Provost.

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**Related Statutes, Policies, or Requirements**

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*Supplements [System Policy 32.02](#) and [System Regulation 32.02.02](#)*

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**Contact Office**

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[Office of the Dean of Faculties](#)