

UNIVERSITY RULE

03.02.02.M1

Policy and Procedure for Effecting Change in Academic Departmental Structure

Approved June 2, 1993

Supplements [System Policy 03.02](#) and [System Regulation 03.02.02](#)

1. GENERAL

Dynamic institutions change. Change in a University must occur in the context of participation by both faculty and the administration, and with the free exchange of information among affected parties. Accordingly, changes involving merger, division, or dissolution of existing departments or academic units are initially considered by the responsible Dean or Director, the faculty of the department(s) or unit(s), and other affected and interested parties shall be notified that an organizational change is under consideration, and informed of the purpose and motivation for the considered change. Further, the affected faculty shall be offered opportunity for input at the earliest reasonable opportunity.

2. 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.

3. APPROVAL

The committee shall be consulted at every stage of the decision-making process and the faculty informed of the progress of the committee. Ultimately, the decision regarding the proposed organizational changes will be made by the Dean or Director and will be transmitted to the Provost, whose approval is required. When the recommended change is transmitted to the Provost, 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 the Provost's approval in principle 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 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. Furthermore, the Office of the Provost shall have available a file on policies, procedures and resources on organizational change.

OFFICE OF RESPONSIBILITY: [Dean of Faculties](#)