STANDARD ADMINISTRATIVE PROCEDURE

03.02.02 M0.02 Policy and Procedure for Effecting Change in Academic Administrative Structure

Approved June 2, 1993
Revised February 19, 2014
Revised January 29, 2020
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Standard Administrative Procedure Statement

Changes in academic administrative structure, including the creation of new colleges, schools, departments or other academic units, and the merger, division, renaming, or dissolution of existing departments or academic units, must occur in the context of participation by faculty and the administration under the process set out in this procedure. The decision to pursue the change will be made by the applicable Dean(s) or equivalent level administrator and transmitted to the Provost for approval.

Official Procedure

1. PROCESS FOR PARTICIPATION

The process for participation varies depending upon the type of academic unit being created or changed:

1.1 Prior to the creation of a new academic unit or change to an existing academic unit that is or will be listed on the Texas Higher Education Coordinating Board (THECB) Program Inventory or in which any faculty member(s) holds or will hold tenure, a committee of faculty and other affected parties impacted by the new unit or proposed change shall be formed to identify issues, concerns, structures and strategies. The size and makeup of the committee will vary according to circumstances, but the majority of the committee members must be faculty of the affected unit(s), at least half of which shall be elected by the faculty of the affected unit(s). The Dean may appoint the remainder of the committee to ensure broad representation of concerned groups. The committee shall be consulted at every stage of the decision-making process and the faculty shall be informed of the progress of the committee and the final results. The committee shall provide a
written report providing its input on the proposed creation of a new academic unit or change to an existing academic unit. For the purposes of this document "faculty" refers to those eligible to vote for members of the Faculty Senate.

1.2 Prior to the creation of an academic unit or change to an existing academic unit not included in section 1.1 above, the Dean or equivalent level administrator shall submit an initial proposal to the Provost and Executive Vice President describing the type of academic unit being requested or the requested change to an existing academic unit. The Provost and Executive Vice President, in coordination with the Dean or equivalent level administrator, will determine the participation and input required.

1.3 In all cases, input from the Faculty Senate and the Council of Deans should also be requested by the Dean or equivalent level administrator.

2. APPROVAL

After receipt of the input described in section 1 above, the decision regarding the proposed organizational change(s) will be made by the Dean or equivalent level administrator and transmitted to the Provost and Executive Vice President for approval. When the recommended change is transmitted to the Provost and Executive Vice President, documentation of the input and participation described in section 1 shall be provided, including any reports submitted to the Dean or equivalent level administrator.

Upon approval by the Provost and Executive Vice President of the proposed organizational change, the Dean or equivalent level administrator will be responsible for initiating all internal administrative procedures to implement the change. Any required notification to the THECB will be the responsibility of the Office of the Provost and Executive Vice President.

Related Statutes, Policies, or Requirements

Supplements System Policy 03.02

Contact Office

Office of the Provost and Executive Vice President