

STANDARD ADMINISTRATIVE PROCEDURE

03.02.99.M0.02 Changes in Academic Administrative Structure

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Revised February 19, 2014

Revised January 29, 2020

Revised September 22, 2021

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Next scheduled review: July 19, 2028

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, should occur in the context of participation by faculty and the administration. Changes may be initiated by the President or originate from a recommendation by the applicable Dean(s) and transmitted through the Provost and Vice President for Academic Affairs to the President for approval.

Official Procedure

1. CHANGE IN ACADEMIC ADMINISTRATIVE STRUCTURE

Pursuant to section 2.2 of System Policy 02.05, *Presidents of System Member Universities*, the President has the duty and responsibility to recommend an organizational structure necessary to implement the purpose and mission of Texas A&M University, including the appropriate administrative offices. In carrying out this duty, the President may initiate changes in the academic administrative structure. In doing so, the President shall engage in discussion with key campus stakeholders including faculty, staff, and administrators. However, the final recommended structure shall be at the President's discretion.

Proposed changes in academic administrative structure may also originate in a college or school. In such cases, the process described below in section 2. shall be followed.

2. RECOMMENDATIONS ORIGINATING IN A COLLEGE OR SCHOOL

2.1 Process - Prior to the Dean(s) of a college(s) and/or school(s) submitting a recommendation for the creation of a new academic unit or change to an existing

academic unit, the Dean(s) shall obtain input from affected faculty and other parties impacted by the new unit or proposed change to an existing unit regarding issues, concerns, structures and strategies. The process for obtaining input shall be determined by the Dean(s) and may vary according to the circumstances. In all cases, the Dean(s) should ensure that input is received from a broad representation of concerned groups. Input from the Faculty Senate and the Council of Deans should also be requested by the Dean(s).

- 2.2 Approval - After receipt of the input described in section 2.1 above, the decision to recommend the proposed organizational change(s) will be made by the Dean(s) and transmitted through the Provost and Vice President for Academic Affairs to the President for approval. When the recommended change is transmitted to the Provost and Vice President for Academic Affairs, documentation of the input described in section 2.1 shall be provided. If the Provost and Vice President for Academic Affairs recommends approval, the proposed organizational change(s) shall be forwarded to the President for final approval.

Upon approval by the President of the proposed organizational change, the Dean(s) will be responsible for initiating all internal administrative procedures to implement the change. Any required notification to the Texas Higher Education Coordinating Board (THECB) will be the responsibility of the Office of the Provost and Vice President for Academic Affairs.

Related Statutes, Policies, or Requirements

Supplements [System Policy 03.02](#)

Contact Office

Provost and Vice President for Academic Affairs