



## Executive Memorandum 22-013

May 25, 2022

**From:** Gayle E. Hutchinson, President

A handwritten signature in black ink that reads "Gayle E. Hutchinson".

**Subject:** Approval of Changes in Academic Organization Policy

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Changes in Academic Organization Policy.

<b>Policy Title:</b>	EM 22-013 Changes in Academic Organization Policy
<b>Contact:</b>	
<b>Supersedes:</b>	EM 76-15 and EM 80-05
<b>Revision:</b>	
<b>Enabling Legislation or Executive Order:</b>	

### SCOPE

This policy applies to the organization of colleges, schools, departments, units, programs, and off-campus satellite campuses in Academic Affairs. This includes creating, expanding, consolidating, shifting, or discontinuing of any of these units. It does not apply to any non-Academic Affairs unit or to Complementary Units (see EM 20-019).

### PROCESS

1. The interested party (e.g., appropriate administrator or faculty member) proposes a change in the academic structure to the faculty and any relevant or affected staff and/or students.
2. The faculty and any relevant staff and/or students discuss and vote on the proposal and provide any relevant feedback to the administrator in charge.
3. The administrator in charge makes a determination to reject or approve advancement of the proposal to Curriculum Services for further consideration.
4. If the administrator in charge wants to proceed, they must submit a completed Request for a Change in Academic Organization form to Curriculum Services. After a technical review, Curriculum Services will forward the proposal to the Chair of the Educational

Policies and Procedures Committee of the Academic Senate (EPPC) for EPPC review and recommendation.

5. The EPPC reviews, and either makes a recommendation to approve the proposal, or rejects the proposal from further consideration.
6. If EPPC makes a recommendation to approve the proposal, the proposal is sent to the Academic Senate for review.
7. The Academic Senate reviews the proposal, and either makes a recommendation to approve or reject the proposal from further consideration.
8. If Academic Senate makes a recommendation to approve the proposal, the proposal is sent to the President of the University for final review and approval.
9. A final determination is made by the President via an Executive Memorandum.

## Appendix A

# Academic Reorganization Request Template

As stated in EM 22-013: This policy applies to organization of colleges, schools, departments, units, programs, and off-campus satellite campuses in Academic Affairs that include faculty. This includes creating, expanding, consolidating, shifting, or discontinuing any of these units. It does not apply to any non-Academic Affairs unit or to Complementary Units (see [EM 20-019](#)).

### Description

- Provide a brief description of the proposed reorganization including:
  - Specific details of the request (e.g., creating, adding, or removing departments).
  - Addition of, or changes to, unit abbreviations (note: college abbreviations are three letters, department abbreviations are four). Contact Curriculum Services for more information.

### Background

- Provide a history of the academic unit and discuss how the proposed changes are necessary to address any existing concerns (e.g., growth, changes in industry standards).

### Rationale

- Provide a detailed rationale for the proposed reorganization including specifics of the requested changes.
- Discuss impact to faculty and staff (e.g., change in department or reporting).
- Describe the financial implications of the reorganization.

### Consultation Process

- Provide evidence of consultation with faculty, staff, administrators, students, and other related stakeholders in the collaborative preparation of the reorganization request. Evidence may include, but is not limited to: dates, times, minutes, and vote counts from meetings, lists of attendees, correspondence, etc.
- A letter of support from the dean or appropriate administrator should be included with the proposal.