

# UC Davis Policy and Procedure Manual

## Chapter 200, Campus Organization and Management

### Section 20, Establishment or Revision of Academic Units

Date: 6/2/16

Supersedes: 7/13/06

Responsible Department: Undergraduate Studies

Source Document: Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units

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#### [Exhibit A, Flow Chart--Approval Process for Academic Units](#)

#### I. Purpose

This section describes the formal steps required in preparation, transmittal, review, and implementation of proposals for the establishment or revision of an academic unit.

#### II. Definitions

- A. Academic unit--any existing or proposed organizational structure to which appointments are made that confer membership in the Academic Senate.
- B. Consolidation--merging of two or more academic units by dissolution of existing ones and creation of a single new academic unit.
- C. Disestablishment--dissolution of an academic unit.
- D. Establishment--creation of an academic unit or transformation of any unit into an academic unit.
- E. Intercampus transfer--transfer of an academic unit from one campus to another.
- F. Intracampus transfer--transfer of an academic unit from one campus administrative unit to another.
- G. Reconstitution--any combination of actions treated as a unified plan and intended to transfer, consolidate, discontinue, disestablish (TCDD), change the name of, or establish an academic unit. Most often, one or more TCDD actions are central to the plan, which may include name changes or establishments as concomitant actions.

#### III. Policy

- A. The process for the establishment, transfer, consolidation, disestablishment, or reconstitution of undergraduate units must be in accordance with the University's system of shared governance and must be consistent with the relevant Universitywide policy statements cited in this section.
- B. These procedures are applicable to the restructuring of any academic unit that affects the departmental organization or [Academic Senate bylaw 14](#) voting rights of members of the Divisional Academic Senate.
- C. These procedures do not apply to the creation or revision of academic degree programs or graduate groups (see [Section 200-25](#)) or to the creation or revision of organized research units (see [Section 220-01](#)) that are not academic units.

#### IV. Development of Proposal

- A. A proposal for a new academic unit or the restructure or reorganization of an existing academic unit must be developed by a department, dean, group of faculty, or other academic unit.
- B. The group developing the proposal must consult with interested parties and affected units, in advance, to gather input and recommendations. Consultations may include:
  - 1. Faculty in departments or other academic units whose membership and academic programs are involved or otherwise affected by the proposal.

2. Academic Senate review committees (college or school Executive Committee, Undergraduate Council, Graduate Council, Committee on Planning and Budget) for assistance meeting committee review requirements.
  3. The Dean of the affected school or college regarding potential support.
  4. The Vice Provost and Dean for Undergraduate Education or Vice Provost – Graduate Education and Dean—Graduate Studies for guidance in formulating the proposal.
- C. Proposals for the development of new units must contain the following:
1. Justification of the unit in terms of campus and Universitywide academic needs and potential contribution of the unit to campus and Universitywide goals.
  2. A description of the relationship of the proposal to the campus and unit's academic plans.
  3. A statement of the unit's objectives.
  4. A statement describing the impact of the new unit on other campus units and/or programs.
  5. An organization chart showing the delegation of authority and responsibilities for the proposed unit.
  6. A statement regarding possible administrative overlap with other existing campus units.
  7. A five-year projection of costs establishing and maintaining the proposed unit should be prepared in consultation with Budget and Institutional Analysis Office including the following information:
    - a. A description of the physical facilities required.
    - b. An estimate of the academic non-Senate appointees and faculty required.
    - c. An estimate of nonacademic staff requirements.
    - d. A description of library resources required.
    - e. An estimate of Information & Educational Technology requirements.
  8. A statement regarding the method of consultation with students and faculty and their appended comments.
- D. Proposals for the transfer, consolidation, disestablishment, or reconstitution of academic unit must contain the following:
1. Justification of the proposed action including analysis of costs and benefits to the campus and expected budgetary impact; a statement of the resulting unit's objectives; an outline of changes in instructional programs; a statement about the expected impact to enrollment, changes in staffing and space requirements.
  2. A phase-out plan that includes an explicit description of the accommodations to students, faculty, staff, and non-academic appointees.
  3. A complete statement of all steps required for adoption and implementation of the proposal and the timetable of target dates for completion of each step.
  4. Explanation of the method of consultation that was employed in the review process with students and faculty members from potentially affected units and with appropriate college or Senate committees.
  5. Description of the relationship of the proposal to the campus and unit's academic plan.

6. Appended comments of students, faculty, academic non-Senate appointees, and committees.

## V. Procedures for Review and Approval

For a flow chart of these procedures, see [Exhibit A](#).

- A. Review by units in school or college
  1. The affected academic unit(s) (department, section, division, or any unit below the level of college or school) must review the proposal. The recommendation must be reported as a separate vote of the Academic Senate members and Academic Federation members of the affected unit.
  2. If the academic unit is subordinate to another academic unit below the level of school or college, the senior unit must also review the proposal and provide a recommendation by a separate vote of the Academic Senate members and Academic Federation members of the unit.
- B. School or college review
  1. The dean of the affected school, college, or Graduate Studies reviews the proposal and determines if the revision will receive administrative support. The dean communicates this recommendation to the Executive Committee of the school or college.
  2. The Executive Committee of the school or college reviews the proposal following the procedures specified in the bylaws of the school or college.
  3. If an academic unit affects more than one school or college, the review will be undertaken by the dean and Executive Committee of each.
- C. Academic Senate review
  1. Any action that affects the organization of an academic unit is subject to approval by the Divisional Academic Senate.
  2. Recommendations of the school or college Executive Committee or faculty (if required) or the Graduate Council, and the recommendation of the dean(s) is communicated to the Chair of the Divisional Academic Senate for transmittal to the appropriate standing committees of the Senate (generally the Committee on Planning and Budget; Committee on Academic Personnel; Graduate Council; Undergraduate Council; Committee on Research; and Committee on Elections, Rules, and Jurisdiction).
  3. Recommendations of the standing committees are transmitted to the Executive Council to resolve any existing conflicts.
  4. Academic Senate recommendation is made after favorable review by one of the following committees:
    - a. The Representative Assembly must review any proposal for the creation, reconstitution, consolidation, division, or disestablishment of a school or college faculty.
    - b. Actions that affect a single school or college may be reviewed by the Executive Council if the faculty of the school or college and standing committees of the Senate support the action.
    - c. Conflicts among Senate committees must be referred to the Representative Assembly.
- D. Administrative approval

1. The Chair of the Divisional Senate transmits the Senate's favorable review of the proposal to the Council of Deans and Vice Chancellors (CODVC).
2. CODVC reviews the proposal to determine if the campus will support the action and advises the Chancellor.
3. The Chancellor transmits campus approval to the Chair of the Divisional Senate and the Vice Provost and Dean for Undergraduate Education or the Vice Provost – Graduate Education and Dean—Graduate Studies who notifies the college or division dean, department chair (if applicable), Budget & Institutional Analysis, Admissions, Strategic Communications, Registrar, of the approval.
4. The Chancellor transmits the proposal to the Office of the President as required.
5. The Chair of the Divisional Senate transmits approval to the systemwide Academic Senate as required.

#### **VI. Further Information**

Additional information is available from [Undergraduate Education](#), 530-752-6068.

#### **VII. References and Related Policies**

- A. Office of the President:
  1. [Establishment of Academic Instructional Units](#).
  2. [Policy on Transfer, Consolidation, Disestablishment, and Discontinuance of Academic Programs and Units, 9/19/79](#).
  3. [Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units, September 2014](#).
- B. [Academic Senate Bylaw 14, Divisional Representatives](#)
- C. UC Davis Policy & Procedure Manual:
  1. [Section 200-25, Establishment or Revision of Academic Programs](#).
  2. [Section 220-01, Organized Research](#).