

# Modifications to Existing Academic Units

**Report due to IHL:** As needed by institution (See 2022-23 deadlines)

**Templates:** Modification to Existing Academic Unit (Appendices 13abc)

**File Types to Submit to IHL:** PDF format with signatures

**Corresponding Board Policy:** 502

Modifications to existing academic unit requests are considered by the Board of Trustees at five (5) Board meetings: February, April, June, October, and November. This type of request includes any renaming, reorganization, or deletion of departments, schools, or colleges. As of January 2022, requests to establish new Institutes and Centers have a separate process and form.

## **It is expected that all *renaming and reorganization of existing academic units:***

- Will be consistent with the role and mission of the institution;
- Will be considered only when all degree programs within the proposed unit have professional accreditation (if available) and have met the minimum standards of productivity (if professional accreditation is not available);
- Will not result in the expansion of the institution's academic degree program inventory (this should be done through the Establishment of New Degree Program process);
- Will be consistent with the academic unit structures of peer institutions; and
- Will be funded through documented resources.

## **It is expected that all *deletions of existing academic units:***

- Will be consistent with the role and mission of the institution; and
- Will affect a minimum number of students, faculty, and staff.

## ***Process***

1. A university requesting to modify an existing academic unit shall submit an electronic, signed PDF copy of the ***Modification to Existing Academic Unit*** proposal to the Office of Academic and Student Affairs (OASA) two months prior to the Board meeting at which action is expected. If the proposal is insufficient or unsubstantiated information is provided, OASA may seek clarification or further information from the institution.
2. Requests for modifications to an existing academic unit will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.
3. Requests for modifications to an existing academic unit will be placed on the agenda of the Chief Academic Officer's Council meeting one month prior to the Board meeting at which action is expected.
4. The Associate Commissioner of Academic and Student Affairs will apprise the respective Chief Academic Officer of OASA's evaluation of the requests for modifications to an existing academic unit during the month prior to the Board meeting at which action is expected.
5. The Associate Commissioner of Academic and Student Affairs will make a recommendation to the Commissioner during the month prior to the Board meeting at which action is expected.
6. The Commissioner will make a recommendation to the Board of Trustees in the respective month at which action is expected.
7. If the Commissioner renders a positive decision, the requests for modification to an existing academic degree program will be placed on the Board of Trustees' Consent Agenda.