NEW ACADEMIC UNIT PROPOSAL

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| Institution: | Choose an item. |

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| Date of anticipated implementation: | Click or tap to enter a date. |

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| --- | --- |
| Unit title: | Click or tap here to enter text. |
| Unit’s organizational location: | Click or tap here to enter text. |
| Unit’s physical location: | Click or tap here to enter text. |
| Unit head:  Phone:  Email: | Click or tap here to enter text. |
| Organizational units operating under proposed unit: | Click or tap here to enter text. |
| Degree program(s) offered within proposed unit: | Click or tap here to enter text. |

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| Five-year cost of implementation: | Click or tap here to enter text. | |
| Total number of faculty/total number of new faculty: | Click or tap here to enter text. | Click or tap here to enter text. |
| Total number of staff/total number of new staff: | Click or tap here to enter text. | Click or tap here to enter text. |

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| Reason for request: |
| Click or tap here to enter text. |

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| Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees. |

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| Chief Academic Officer Signature – Date | Institutional Executive Officer Signature – Date |

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| New Academic Unit Proposal Questions: | |
| 1 | Does the proposed unit further the mission of your institution? If so, how? (Note if this unit is helping meet priorities/goals of your strategic plan.) |
|  | Click or tap here to enter text. |
| 2 | Describe how the proposed unit will be administered including the name and title of person(s) who will be responsible for the proposed unit. |
|  | Click or tap here to enter text. |
| 3 | Will the addition of the proposed unit result in the expansion of the institution’s academic degree program inventory? |
|  | Click or tap here to enter text. |
| 4 | Will it be necessary to add faculty and staff to operate the proposed unit? If so, give the desired qualifications of the persons to be added, a timetable for adding new faculty and staff, and the associated costs. |
|  | Click or tap here to enter text. |
| 5 | Will the organization of this unit be consistent with the academic unit structures of peer institutions? |
|  | Click or tap here to enter text. |
| 6 | Provide organizational charts showing the present administrative scheme and the proposed administrative scheme. (Names of persons are not required.) |
|  | Click or tap here to enter text. |
| 7 | Provide a budget with justification for the proposed unit with itemized expenditures during each of the first five years including estimates of any new costs of the institution related to the proposed unit and any sources of the funding that will defray those costs. |
|  | Click or tap here to enter text. |