



**FORMATION, DISSOLUTION, NAME CHANGE OR MERGER OF ACADEMIC UNITS POLICY**

*History:*

05-06 CAPR 8

13-14 CAPR 13 amended; President approved 12/4/14

**Article I.  
Formation of Academic Units**

Criteria for the designation of a unit as a school, college or department should be specified and could include such issues as:

- Professional accreditation or licensing/certification requirements for graduates
- Established practice for the naming of the discipline in higher education
- Enhanced potential for procuring grants or contracts
- Improvements in services to students, faculty, staff and community.

Proposals for formation of academic units (departments/schools/colleges) shall be submitted on the attached form, along with any additional substantiation deemed appropriate, and will follow the approval process below using the form "REQUEST FOR CHANGE OF STATUS OF AN ACADEMIC UNIT" (attached at end of this document).

1. Faculty Member via Department Chair, or Department Chair
2. College Curriculum Coordinator
3. Dean and/or Associate Dean
4. College Curriculum Committee. The order of steps 2, 3, and 4 above may vary depending on your College. Consult your College Curriculum Coordinator for the proper routing in your College.
5. College Curriculum Coordinator alerts all university Department Chairs, Program Directors, Associate Deans, Deans, and the Articulation Officer to review the college-approved curriculum request under the Team Discussion section on the Academic Programs and Graduate Studies Curriculum website, currently <https://sharepoint.csueastbay.edu/sites/aa/apgs/curr/default.aspx>.
6. After five working days, the College Curriculum Coordinator sends the change of status request as an e-mail attachment to the University Curriculum Coordinator in APGS.
7. University Curriculum Coordinator forwards proposed change of status request to the Associate Vice President of APGS for review.
8. The Associate Vice President of APGS forwards the request to the Provost for approval and then the University Curriculum Coordinator forwards the final, approved copy to the Academic Senate Office.
9. The Academic Senate Office forwards the document for review by CAPR, CIC, and/or FAC and, after the committees, through the usual Senate processes then to the Senate.

A. Committees as deemed appropriate

i. Committee on Academic Planning and Resources (CAPR)

ii. Committee on Instruction and Curriculum (CIC)

iii. Faculty Affairs Committee (FAC)

B. Executive Committee of the Academic Senate (EXCOM)

C. Academic Senate

10. University President

11. University Curriculum Coordinator forwards the final, approved copy to the College Curriculum Coordinator, for the purpose of catalog modifications.

## **Article II.**

### **Dissolution, or Merger of Academic Units**

Dissolutions of academic units and proposals to merge one unit with another existing academic unit shall be submitted on the attached form, along with any additional substantiation deemed appropriate, and follow the same consultation and approval procedure as in the formation of a new academic unit.

## **Article III.**

### **Name Change Policy for Academic Units**

Proposals for name changes for academic units shall be submitted on the attached form, along with any additional substantiation deemed appropriate, and will follow the same consultation and approval procedure as in the formation of a new Academic Unit.



REQUEST FOR APPROVAL OF FORMATION, DISSOLUTION, NAME CHANGE OR MERGER OF ACADEMIC UNITS

CURRENT UNIT NAME: \_\_\_\_\_

TYPE OF CHANGE REQUESTED:

\_\_\_Formation; \_\_\_Dissolution; \_\_\_Name Change; \_\_\_Merger New Unit

NAME: \_\_\_\_\_

PROPOSED EFFECTIVE DATE OF THE CHANGE (catalog date): \_\_\_\_\_

CRITERIA OR REASON FOR THIS ACTION:

A. MISSION OF THE ACADEMIC UNIT:

- How does the proposed name/unit more clearly fit the mission of the academic unit?
• Does the change reflect a change in the unit's mission? Explain

B. CURRICULAR IMPLICATIONS:

- Does the new name/unit reflect past changes in curriculum? Explain
• Does it reflect plans for future curriculum changes? Explain (attach if needed)
• Do any planned changes impinge on other academic units? Explain
• Which other units have been consulted?

\_\_\_\_\_signature/date

\_\_\_\_\_signature/date

- What are the plans for avoiding unnecessary duplication?

C. EFFECT ON THE UNIVERSITY:

- How will the new name/unit assist students in finding the program they need?
• How does the new name/unit make clear the differences between the academic unit and others in the University?
• What are the resource/cost implications of the change?
• Will there be any effect on retention, promotion, and tenure policies?
• For formation/merger, how will the unit head be determined?

D. COMPARISONS:

- What names are used for comparable academic units in other Universities in the CSU System and nationwide?

Approval of the Department Chair/Director (s) \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

Approval of the College Curriculum Committee/Council \_\_\_\_\_ date \_\_\_\_\_

Approval of the Dean \_\_\_\_\_ date \_\_\_\_\_

Approval of the AVP APGS \_\_\_\_\_ date \_\_\_\_\_

Approval of the Provost/VPAA \_\_\_\_\_ date \_\_\_\_\_