

4-27-2012

## DOC 2012-08 Department Proposal Process

University of Dayton. Academic Policies Committee

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## PROPOSAL TO THE ACADEMIC SENATE

**TITLE:** Department Proposal Process

**SUBMITTED BY:** Academic Policies Committee of the Academic Senate

**DATE:** April 27, 2012

**ACTION:** Legislative Authority

**REFERENCE:** Constitution of the Academic Senate of the University of Dayton  
Article II. B. 1. a

### **1.0 Nature and Rationale**

Article II. B. 1 of the Constitution of the Academic Senate indicates that the Senate has the right to initiate and formulate academic and educational policies which have university-wide impact as determined by the Academic Senate. It further states that the Senate can make policies that apply across the university. In March 2012, the Senate passed the Undergraduate Program Proposal Process (Doc 12-05) which was brought forward by the Academic Policies Committee (APC) of the Academic Senate. As the APC worked on the Undergraduate Program Proposal Process document, it was noted that no such guidelines existed for the development, merger, suspension or discontinuation of academic departments. The current document provides guidelines for use by an academic unit as they prepare a proposal for a new academic department or for significant changes to a department or departments. This policy specifies the elements to be discussed within the proposal, and it outlines the approval process. If approved, these guidelines will be added to DOC 07-05 "Processes and Procedures of the Academic Senate" under section VII.C3.

### **2.0 Proposal**

Any University of Dayton academic unit desiring to introduce a new academic department (graduate or undergraduate), merge academic departments, or suspend or discontinue an academic department will develop a Department Proposal which must be reviewed and approved via the process detailed below before formal submission to the University Registrar. The review process is consistent with Senate Document 94-10 (Initiation, suspension, reactivation, and discontinuation of undergraduate academic degree programs) and 96-03 (Guide for initiation of new graduate degree program). Each of these departmental changes must be initiated by the dean of the school in which the department will or does reside. Consultation with the Provost's office is also expected prior to formal submission of any of the proposal described below.

#### **2.1 New or merged departments**

##### **2.1.1 New Department Proposal Process**

The New Department Proposal should provide, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the rationale and resources needed for the new department. In providing this information, the proposal may include any of the following:

1. Description of the curriculum, including unique features (e.g., international study, service learning, research, etc.).

2. Description of the administrative structure, including line of reporting.
3. Evidence of need for the new department or program, including the opportunities for employment of graduates.
4. Prospective enrollment, including supporting evidence.
5. Efforts to attract and retain students from underrepresented groups.
6. Availability and adequacy of the staff, faculty, information resources, and facilities, including library resources. Administrative arrangements for the proposed program should also be discussed.
7. Need for additional facilities and staff and plans to meet this need.
8. Identification and discussion of similar programs at the University and peer institutions.
9. Projected additional costs associated with the program and evidence of institutional commitment and capacity to meet these costs. The proposing unit will consult with the Office of the Provost for financial analysis.
10. Information about the use of consultants or advisory committees with reports provided in appendices

### **2.1.2 Department Merger proposal**

The Department Merger Proposal should provide, in a summary narrative of no more than five pages, (exclusive of appendices, which should be kept as brief as possible), the rationale and resources needed for the merged department. Proposals may include any of the additional information suggested above. Additionally, potential decrease in resource and changes in staffing should also be addressed.

### **2.1.3 Approval process for new or merged departments**

While units may have additional and varied requirements, the following are the necessary steps for approval of the department proposal.

1. College or School
2. Academic Senate
3. Provost → Provost Council
4. President → President's Council
5. Board of Trustees

Early consultation with the Provost's office is expected prior to formal submission of a proposal to begin the approval process. In addition to the proposal, letters of endorsement and documentation of consultation with departments or units (where appropriate) should be included. Additional supporting documents may be included. Each of the above steps may require a response document addressing concerns raised before approval is granted. If significant changes are made, the proposal will be returned to the Senate for additional review.

## **2.2 Renaming, suspending or discontinuing a department**

### **2.2.1 The Department Renaming/Suspension/Discontinuation process**

The Department Renaming/Suspension/Discontinuation Proposal should provide, in a summary narrative of no more than five pages (exclusive of appendices, which should be kept as brief as possible), the rationale for the action proposed (i.e., renaming, suspension, discontinuation). In providing this information, the proposal may include any of the following:

1. Listing of consultations that have taken place.
2. Alternatives considered and why they were rejected.
3. Effect on current students, faculty, and staff.
4. Disposition of resources.
5. Objections to the action (i.e., suspension, discontinuation).

In the case of a departmental suspension or discontinuation, additional information is required. A departmental suspension proposal must include provisions to continue the department for a specified period of time to allow students who are enrolled at the time of suspension to graduate or transfer to another department. The proposal must also specify what actions will be taken with regard to faculty, staff, students, and resources committed to the department. Finally, the proposal must specify a time for review of the suspended department to determine whether the department will be reactivated, discontinued, or continue to stay suspended. Departments cannot stay suspended indefinitely.

A departmental discontinuation proposal must include provisions to continue the department for a specified period of time to allow students who are enrolled at the time of suspension to graduate or transfer to another department. The proposal must also specify what actions will be taken with regard to faculty and staff who may be dislocated as a result of the discontinuation and a timetable for accomplishing such actions. It should be noted that a department need not be suspended prior to discontinuation.

### **2.2.2 Approval process for renaming/suspension/discontinuation of a department**

While units may have additional and varied requirements, the following are the necessary steps for departmental renaming/suspension/discontinuation.

1. Dean advises Provost of intent to begin consultation with appropriate individuals.
2. Dean consults with the faculty.
3. Dean submits proposal to and consults with the College or School Academic Affairs Committee. Proposal to follow the format in Appendix.
4. Dean submits proposal to ECAS.
5. ECAS submits proposal to a standing committee, to the entire Senate or forwards directly to the Provost with recommendation.
6. Provost consults with Provost's Council and makes decision regarding renaming, suspension or discontinuation.
7. Provost informs the President and Board of Trustees of the decision.