

Establishment of New Academic Units

Report due to IHL: As needed by institution (See 2024-25 deadlines)

Template: New Academic Unit Proposal (Appendix 12)

File Types to Submit to IHL: PDF format with signatures

Corresponding Board Policies: 501 and 502

Requests for the establishment of new academic units are considered by the Board of Trustees at seven (7) Board meetings: February, April, May, June, August, October, and November. This type of request includes any new departments, schools, and colleges. As of January 2022, requests to establish new Institutes and Centers have a separate process and form.

It is expected that all new 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.

Process

1. A university requesting a new academic unit shall submit an electronic, signed PDF copy of the ***New 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. New academic unit requests will be evaluated by OASA during the two months prior to the Board meeting at which action is expected.
3. New academic unit requests 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 new academic unit request 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' Regular or Consent Agenda.