

**POLICY ON PROCEDURES TO ESTABLISH A NEW
ACADEMIC DEPARTMENT OR SCHOOL; OR TO
CHANGE THE NAME OF AN EXISTING ACADEMIC
DEPARTMENT OR SCHOOL
FAM 112.5**

I. Establishment of a New Academic Department or School

A. Initiation of Proposal

- (1) Faculty members, departments, or administrative officers of the University may initiate a proposal for a new academic department or school within a college.
- (2) Faculty members, departments, or administrative officers of the University may initiate a proposal to change the name of an existing academic department or school.
- (3) The initial request should be submitted in writing to the appropriate college dean(s). Because of the potential impact on colleges, departments/schools/programs, faculty, staff, and students, the proposal must follow the guidelines and review process set forth below.

B. Definitions

- (1) Academic programs holding accreditation in professional fields (e.g., nursing, social work) may choose to (but are not obligated to) designate themselves “schools” and to designate their administrative leader a “director” rather than a “chair.”
- (2) For the purpose of this policy, the terms “director” and “directors” shall refer specifically to the administrative head of a “school.” The terms do not apply to other “directors” of programs housed within departments/schools (e.g., graduate programs, credential programs, etc.)
- (3) The FAM will make no distinction between “schools” and “departments,” or between school “directors” and department “chairs,” and indeed treats the terms as synonymous as far as policy, procedure, and responsibilities are concerned.

C. New Department or School Proposal: Contents

- (1) The exact name of the proposed academic program and name(s) of individual(s) preparing the proposal;
- (2) In the case of a “school” (not department) proposal, the accreditation that provides the rationale and justification for

- creating the school (this is the only difference between the proposal contents for departments and schools);
- (3) The proposed date of implementation and the appropriate timeline for the process of implementation;
 - (4) The number of faculty projected in the new department or school's first year of operation, including the names of existing faculty who would be moved from other department(s) and/or school(s). (In general, all academic departments and schools should have a minimum of five existing full-time faculty);
 - (5) The courses, curricula, programs, degrees to be administered by the new department or school;
 - (6) A list of all foreseeable effects, if the new department or school is breaking away from existing academic programs, that this change would have on other department(s) or school(s) in terms of name change, number of faculty remaining, support staff, curriculum, operating budget, space, etc. All affected department(s) and/or school(s) should consider how faculty on FERP and unfilled faculty lines would be assigned.
 - (7) Results of a vote from each department or school directly affected, written comments from affected academic program chair(s)/director(s) and faculty should be solicited and appended. Anonymity should be respected throughout the process including secret ballots and written comments solicited.
 - (8) Any new resources and support needed during each of the first three years of operation and plan for long-term support. If known, also include possible source(s) of funding and a detailed budget of the new department or school.
 - (9) Rationale for formation of a new department or school and possible consequences of not forming the new department or school.

D. New Department/School Proposal: Procedure for Approval

- (1) The initial proposal must be submitted to the appropriate college dean(s) for consultation and signature(s). The college dean(s) shall provide written comments/ recommendations to the originator(s) of the proposal.
- (2) After consultation, the proposal may be revised to reflect the comments and recommendations provided.
- (3) The revised proposal along with comments and recommendations from the college dean(s) will then be forwarded to the Executive Committee (EC) of the Faculty Senate, which will seek recommendations from the Educational Policy and Resources Committee (EPRC) and, if necessary, recommendations from other appropriate senate committees will also be sought.

- (4) The recommendations and comments from the EPRC (and other senate committees consulted) will be submitted to the EC of the Faculty Senate.
- (5) The EC of Faculty Senate will include the proposal on the Faculty Senate agenda as a two-reading item.
- (6) Upon review by the Faculty Senate, the proposal and all pertinent comments and recommendations will be forwarded to the VP of Academic Affairs, who will in turn submit comments and recommendations to the President of the University.
- (7) If the President does not approve the proposal, s/he will return the proposal to the EC of Faculty Senate with comments and recommendations. The EC of Faculty Senate will share the comments and recommendations with the originators of the proposal.
- (8) If at any point of the process, where the proposal is not approved, and the originators wish to pursue the process, they will need to re-submit the proposal starting from the beginning (D.1, above).

E. Solicitation of Funding

The new department or school must be approved prior to formal solicitation of funding from internal or external sources. Any internal funding required for establishment of the new department or school will be forwarded to the University Budget Council for approval.

F. New Degree Programs within New Department/School

If there is a new degree program associated with the newly formed department/school, the policy on new degree must be followed so that the degree program can be placed on the Master Plan of the University and final approval from the CSU Chancellor's Office. The approved department or school will submit appropriate curricular forms for approval via the normal curricular process and listing in the University Bulletin.

2. Department/School Name Change

A. Initiation of Proposal

Proposals for changing the name of the department or school may be initiated by the faculty member(s) within that academic program. Appropriate curricular forms should be completed with signature(s) from appropriate chairs/directors, which indicate approval and consultation from all affected departments/schools. These forms

will be submitted to the appropriate curriculum committees for approval via normal curricular processes. Once approved, the EC of the Faculty Senate will place the item on the Faculty Senate agenda as an information item. After the normal approval processes, the new name of the department/school will be listed in the University Bulletin.