

POLICY ON PROCEDURES TO MERGE, TRANSFER, OR ABOLISH AN EXISTING ACADEMIC DEPARTMENT OR SCHOOL FAM 112.35

I. Merging, Transferring, or Abolishing Existing Academic Departments, Schools, or Interdisciplinary Programs

A. Initiation of Proposal

- (1) Faculty members, Deans, the Provost, or the University President may initiate a proposal to merge, transfer, or abolish an academic department or school.
- (2) The initial request should be submitted in writing to the appropriate college dean(s), department chair(s), the Faculty Senate Chair, and the Provost/VP of Academic Affairs. Because of the potential impact on colleges, departments/schools, faculty, staff, and students, the proposal must follow the guidelines and review process set forth below.

B. Definitions

Definition of “school” and “director” can be found in FAM 460: Policy On Procedures To Establish A New Academic Department or School; Or To Change The Name Of An Existing Academic Department or School, sections 1.B.1-3.

C. Merging Department/School/Interdisciplinary Program Proposal: Contents

- (1) Name(s) of the department(s)/school(s) involved and name(s) of individual(s) preparing the proposal;
- (2) Proposed date of implementation and appropriate timeline for the process of implementation;
- (3) Rationale for the merger. The rationale should also include possible consequences if the merger does not take place. Merger of department(s)/school(s) should not occur solely for budgetary reasons except in extraordinary circumstances.
- (4) Number of faculty from each department or school involved in the merger. (In general, all academic units should have a minimum of five existing full-time faculty);
- (5) Proposed plan of courses, curriculum, programs, degrees to be administered by the merged academic unit.
- (6) Possible effects this change would have on all affected academic units, including faculty, support staff, students, curriculum, program(s), degrees, detailed operating budgets (existing and proposed), space, FTES, etc. If the proposal includes a request to change the name of an existing

academic unit, it must follow guidelines in FAM 460: Policy On Procedures To Establish A New Academic Department or School; Or To Change The Name Of An Existing Academic Department or School, section 2.A.

- (7) Details of consultation with any existing departments or schools whose activities and interest might overlap with those of the proposed merged department(s)/school(s). In addition to consultation with chairs/directors of academic units, the faculty of affected departments/schools must be invited to submit written comments and concerns. Anonymity should be respected throughout the process.
- (8) The results of a vote in each department or school to be merged using a secret ballot procedure.
- (9) Any new or adjusted resources and support needed. If known, possible sources of funding should be included.

D. Proposal to Abolish Department or School

- (1) Name of the department or school involved and name(s) of the individual(s) submitting the proposal.
- (2) Proposed date of abolition and an appropriate timeline for the process.
- (3) Rationale for the abolition of the department or school. The rationale should include possible consequences if the abolition does not take place. Dissenting opinions may also be included. A department or school should not be abolished solely for budgetary reasons except in extraordinary circumstances.
- (4) Details of consultation with any existing department(s)/school(s) whose activities and interests might be affected by the abolition. In addition to consultation with the department chair(s)/school director(s), faculty of all affected department(s)/school(s) must be invited to submit written comments and concerns. Anonymity should be respected throughout the process.
- (5) Detailed plan of how faculty and staff from the abolished department or school will be transferred (including FERP and unfilled faculty positions) to other department(s)/ school(s) and how the decisions for transfer will be made. Faculty from the proposed abolished department/school may submit a written request for transfer to another department or school per FAM 525, Policy Concerning Faculty Departmental Transfer.
- (6) Results of a vote from the department or school being abolished using a secret ballot procedure.
- (7) Possible effects this change would have on all affected department(s)/school(s), including faculty, support staff, students, curriculum, program(s), degrees, detailed operating budgets (existing and proposed), space, FTES, etc. If the proposal includes a request to change the name of an existing department or school, it must follow guidelines in FAM 460: Policy On Procedures To Establish A New Academic

Department or School; Or To Change The Name Of An Existing Academic Department or School, section 2.A.

**E. Proposal to Transfer Department/School/Interdisciplinary Program:
Contents**

- (1) Name of the department or school involved and name(s) of the individual(s) submitting the proposal.
- (2) Proposed date of transfer and an appropriate timeline for the process.
- (3) Rationale for the transfer of the academic unit. The rationale should include possible consequences if the transfer does not take place. An department or school should not be transferred solely for budgetary reasons except in extraordinary circumstances.
- (4) Possible effects this change would have on all affected academic units, including faculty, support staff, students, curriculum, programs, degrees, FTES, detailed operating budget, space, etc. If the proposal includes a request to change the name of an existing academic unit, it must follow guidelines in FAM 460: Policy On Procedures To Establish A New Academic Department, School, Or Interdisciplinary Program; Or To Change The Name Of An Existing Academic Department, School, Or Interdisciplinary Program, section 2.A.
- (5) Detailed plan of how faculty and staff from the abolished department or school will be transferred (including FERP and unfilled faculty positions) to other academic units and how the decisions for transfer will be made. Faculty from the department or school being transferred may submit a written request for transfer to a different college per FAM 525 (Policy Concerning Faculty Departmental Transfer).
- (6) Details of consultation with any existing academic units whose activities and interest might overlap with those of the department or school to be transferred. In addition to consultation with administrative leaders of academic units, the faculty of affected academic units must be invited to submit written comments and concerns. Anonymity should be respected throughout the process.
- (7) The results of a vote in each department or school to be merged using a secret ballot procedure.
- (8) Any new or adjusted resources and support needed. If known, possible sources of funding should be included. The results of a vote from the department or school being transferred using the established secret ballot procedure. A simple majority of all tenure track faculty from the department or school being transferred is needed for approval.

F. 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 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 an information item.
- (6) Upon review by the Faculty Senate, the proposal and all pertinent comments and recommendations will be forwarded to the Provost/VP of Academic Affairs, who will in turn submit comments and recommendations to the President of the University for approval.
- (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 originator(s) of the proposal.
- (8) If the originators wish to pursue the process, they will need to re-submit the proposal from the beginning.