Policy on Formation, Merger, Movement and Dissolution of Academic Departments

1. All matters leading to decisions concerning the formation, merger or dissolution of departments shall be handled on an ad hoc basis with adequate consultation with all concerned parties. These parties include, at a minimum, the faculty, staff, and students of affected departments, the Deans of affected colleges, the Academic Deans’ Council, the Academic Senate, the member(s) of the Provost’s staff assigned the duties of deans for undergraduate and graduate studies, the Provost and Vice President for Academic Affairs, and the President of the University.

2. Adequate consultation means that all concerned parties be informed of and given a reasonable amount of time to respond to proposed changes. Information provided to concerned parties shall include the following, at a minimum:
   a. The reasons for the proposed change(s);
   b. The history of similar proposals/actions involving the same department(s);
   c. Anticipated changes to academic programs and associated timeline (recognizing that the changes themselves would be considered by the established senate process);
   d. Anticipated impact(s) on the RTP process in general and of faculty below the rank of Full professor in particular.
   e. An analysis of the budget impact of the proposal.

3. Records of all such information and consultation should be collected, dated and retained in the Division of Academic Affairs. Additionally, the campus community shall have reasonable access to these records subject to standard confidentiality constraints.

4. The President should report his decision on the proposal and the reasons for making that decision to all concerned parties.

December 9, 2009