



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1021**

DIVISION OF AN ACADEMIC DEPARTMENT

I. Introduction

Proposals for the formation, merger, or movement of an academic department shall follow existing procedures.

II. Scope

This policy provides principles, decision variables, and a set of processes and procedures used in considering proposals to form or divide an academic department into two or more departments. Such proposals must contain a rationale for the proposed department(s), adhere to the principles and decision criteria highlighted below, and follow the procedures laid out in this document.

III. Principles

- A. In all cases primary consideration shall be given to how best to serve the mission of the University.
- B. Discussion surrounding the separation of an academic department shall be guided by the following:
 - 1. A proposal to separate an academic department will ordinarily be the result of a regular Program Review, accreditation review, or an *ad hoc* consultative review of the academic department.
 - 2. Any change of this kind must be considered within the framework of principles and processes as set forth by this document.
 - 3. The process shall provide the opportunity for participation of the academic community, including faculty, students, staff, and administration. It shall require careful examination of all pertinent factors, including but not limited to human, curricular, and budgetary considerations, alternative organizational structures, service to the community, external agency regulations, and the campus culture. The examination shall identify changes ancillary to the proposed change.
 - 4. The consideration of alternative proposals shall include an analysis of the potential benefits and the potential costs of each alternative including hidden costs.



5. The perspectives and preferences of department faculty about where they might be located in any proposed academic structure shall be an important consideration in any proposal for the division of an academic department.
6. Impact on the ability of departments to achieve the University's mission as articulated in the University mission statement, vision, and core values.
7. Impact to quality of departments/majors.
8. Impact to efficiency of each department.

IV. Decision Variables

In considering a decision to separate an academic department, no one variable shall necessarily be deemed more crucial than any other. The recommendation shall not be based solely on quantitative measures, but on a holistic assessment of the departments in terms of the following three decision variables, within a process that is broadly consultative and collegial.

A. Importance to the institution

1. The extent to which the department(s) will be central to Cal Poly Pomona's mission, vision, and core values.
2. The extent to which the departments' courses and academic programs are central to the curriculum of a department, college, or the University.
3. The extent to which the department(s) provide a special service to the local community or to the State of California.
4. The extent to which the department(s) demonstrate potential for external funding and support.

B. Maintenance of the quality of the programs to be housed in each department

The extent to which any one of the departments or their academic programs may be impacted by the separation of an academic department should be understood. Potential impact to department quality may be assessed by program review, external review, accreditation review, or an ad hoc review. The variables for evaluating department quality may include:

1. Ability of the faculty to offer and maintain a current and rigorous curriculum.
2. Sufficient faculty resources to create a viable department (staff committees, participate in RTP, etc.).
3. Availability of resources adequate to maintain sufficient breadth, depth, and coherence of program(s) within departments.
4. Evidence of support for student success, which may include:



- i. Departmental advising program;
 - ii. Student commitment, motivation, and satisfaction;
 - iii. Co-curricular learning experiences that are relevant to the program goals such as internships, research experiences, study abroad; and
 - iv. Other accomplishments by current and former students that reflect on program quality.
5. Sufficient well-qualified faculty to maintain existing programs.

C. Efficiency and demand

1. To what extent would the departments be cost-effective relative to disciplinary norms and compared to similar departments at comparable institutions? The measurements presented may include student-faculty ratio, total cost per FTEF, and total cost per FTES. Other discipline-specific variables may also be used.
2. To what extent the present and projected demand is better served by a departmental division?
 - i. The number of applications for admission received that meet minimum CSU eligibility requirements;
 - ii. The number of students admitted;
 - iii. The FTES generated in lower-division, upper-division, and/or graduate level courses that fulfill degree requirements of the program;
 - iv. The number of students served by majors in the department(s);
 - v. The anticipated need of the California workforce for graduates in these majors; and
 - vi. The ability of each department to function separately.

V. Process

Proposals to divide an academic department may originate from individual faculty, administrators, or existing academic units within the university community. Proposals must be carefully reviewed by the faculty in the departments impacted by this change, the existing college leadership structure, the Provost (or designee), the Academic Affairs Committee of the Academic Senate, and the Academic Senate. The recommendation of the Academic Senate shall be submitted to the President for final decision. While every effort should be made to complete this process within one calendar year from the initial recommendation, as outlined by the Curriculum Schedule, failure to do so will not impact the ultimate outcome.

- A. Recommendation to separate a department into two or more departments may be initiated by the department faculty, by the college dean, or Provost.



1. When the recommendation is made by the Provost or the college dean responsible for the department, the Provost shall forward a recommendation to the Office of Academic Programs, which will prepare a referral to the Academic Senate. The Office of Academic Programs shall be responsible for distributing consultation forms to the department and college dean, the associate deans of the other colleges, and to other interested parties. If the department chooses to contest the recommendation, it shall be given a period of one academic term, excluding summer, following receipt of the consultation form from the Office of Academic Programs to submit a response.
2. When the program or department faculty recommend division of a department, the recommendation shall be submitted via the department to the College Curriculum Committee and to the dean for endorsement. The associate dean shall be responsible for consultation. The dean shall forward the proposal with a recommendation, to the Provost who shall forward the proposal, again with a recommendation, to the Office of Academic Programs. The Office of Academic Programs shall prepare a referral to the Academic Senate for consideration.
3. Each recommendation must be accompanied by documentation that indicates specific reasons for separation based on the decision variables above.
4. Each recommendation must include information regarding the potential effect on the budget, including future employment status of faculty and staff in the department(s).
5. The Academic Programs Committee, as delegated by the Academic Senate, shall review the relevant documents and consult, as appropriate, with relevant individuals or bodies on campus before making its recommendation to the Academic Senate. The Academic Senate shall review the proposal and indicate approval or denial of the recommendation.
6. The President shall review the proposal and indicate approval or denial of the recommendation.

B. The plan of separation

1. The plan shall include the following dates:
 - i. The date after which the departments will function as separate departments.
2. It will be the responsibility of academic department(s) to advise students currently enrolled in the department, as well as students who have recently applied for admission to programs housed by the department(s).
3. The Office of Academic Programs shall be responsible for notifying campus stakeholders and other interested parties on campus of the President's final decision of all proposals to restructure academic departments.