

2.7. Policy for Academic Reorganizations

Faculty Senate approved this policy on January 13, 2004, and university administration approved this policy on January 23, 2004.

2.7.1. Policy for Reorganization of Academic Units

The reorganization of academic units (departments or colleges) is an academic activity that is part of university governance shared by faculty and administration. Reorganizations are carried out via a three-step process involving discussion, planning, and review.

2.7.2. Discussion

Reorganization begins with discussion of a problem or opportunity whose solution may include restructuring one or more units of the University. This discussion leads to a decision to formally explore the possibility of reorganization by developing a reorganization plan.

2.7.2.1 Decision to Begin Planning

The decision to begin planning is made with no prior assumption that reorganization will be the inevitable outcome. The decision to begin planning is made by the administrator (Dean, Provost, or President) of the unit involved in response to what he or she feels are compelling reasons. This decision is not to be made lightly, as planning requires time, effort, and resources.

2.7.2.2. Formalizing the Decision to Begin Planning

The decision to begin planning will include a determination of which units are involved, what is the opportunity/ problem that is to be dealt with, and an estimation of the time frame for decision-making. It may or may not include a previously developed proposal for reorganization. When the decision is made to begin planning, faculty in all involved units and the Faculty Senate are to be notified.

2.7.2.3. Faculty Senate Role

The faculty and/or administrators involved may seek input from the Faculty Senate in structuring the process to be followed. The Faculty Senate will monitor the planning process.

2.7.3. Planning

The goal of planning is the generation of a reorganization plan to resolve a problem or develop an opportunity. This proposed reorganization plan will include a recommendation about whether or not to reorganize. In the spirit of shared governance, substantial effort shall be made to include members of all affected units in the planning process.

2.7.3.1. Content of the Plan

The plan will contain an academic plan that describes both the reorganization being proposed and an implementation plan that explains how the proposed reorganization will be implemented and what resources will be needed.

2.7.3.2. Time Frame for Implementation of the Plan

The reorganization plan will also include a description of the time frame for implementing the reorganization.

2.7.4. Review

Reorganization plans must be reviewed and approved before being put into action.

2.7.4.1. Review by Faculty

The proposed reorganization plan will be reviewed by the faculty in the affected units and by the department chairs and/or deans of these units. The faculty review of the plan will conclude with a vote on whether to recommend that the plan be adopted.

2.7.4.2. Review by Provost

After the vote by the involved faculty and the review by the administrators, the plan will be reviewed by the Provost, whether the faculty vote is favorable or not. The Provost will take one of three actions.

- **Return Plan to Units**
The Provost may send the plan back to the affected units for further review and/or revision.
- **Reject Plan**
The Provost may reject the plan and terminate the process, leaving the existing unit(s) in place.
- **Submit Plan to Faculty Senate**
The Provost may submit the plan to the Faculty Senate for a review with a recommendation that it be approved.

2.7.4.3. Review by Faculty Senate

The Faculty Senate will review the plan as submitted by the Provost. The Senate's review may include discussions with the faculty and/or administrators in the unit(s) and/or with the Provost. The Senate may request further information and/or clarification from the Provost about the plan and about his or her recommendation. After completing its review, the Senate will take one of two actions.

- **Return to Provost**
It may return the proposal to the Provost with a recommendation that he/she consider revisions or reconsider rejecting the proposal.
- **Submit to President**
The Senate may submit the plan to the President with a recommendation that it be approved.

The Senate will complete its review and take action following the normal Senate time frame of two meetings after receiving the plan.

2.7.4.4. Review by President

After reviewing the recommendations of the Provost and the Faculty Senate, the President will take one of three actions.

- **Return Plan for Further Discussion**
The President may return the plan for further discussion or revision.
- **Dismiss the Plan**
The President may dismiss the plan and terminate the process. This will leave the existing unit(s) in place.
- **Submit Plan to Board of Regents**
The President may submit the plan to the Board of Regents with a recommendation that it be approved. Final approval of the proposed reorganization rests with the Board of Regents.

2.7.5. Implementation and Follow-up Review

After receiving Regents approval, the plan will be implemented in a timely manner. The Provost and/or appropriate dean(s) will conduct follow-up reviews of units that have undergone reorganization.