



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
UNIVERSITY POLICY MANUAL

Policy Title: Academic Units and Programs, Policy on re-Organization or Moving of (Interim)

Policy Administrator: Provost/Vice President for Academic Affairs

Authority:

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ACADEMIC UNITS AND PROGRAMS, POLICY ON RE-ORGANIZATION OR MOVING OF (INTERIM)

Policy Statement:

The policy outlines the process for when an academic unit re-organizes or moves such as:

- the splitting or combining of academic units;
- the moving of a program from one academic unit to another;
- the moving of an academic unit, or part thereof, from one college to another;
- an academic program becoming an academic unit;
- the re-naming of an academic unit; or
- other changes of a similar magnitude.

A re-organization or move can impact such functions as:

- budgets within and beyond those academic units or programs directly affected by the re-organization;
- the delivery of curriculum and other services to students;
- curricular or service relationships with other academic units or programs;
- representation in such bodies as the Faculty Senate;
- the organization and composition of RTP committees; and
- other committees at unit, college, and campus levels.

For curricular changes to programs that do not involve re-organization such as listed above, see the policy on Modification in, Suspension of, or Deletion of Existing Programs.

Who the Policy applies to:

Anyone proposing a re-organization of an academic unit or units, in the manner(s) described above, or to move a program or programs from one academic unit to another.

Why the Policy is necessary:

To ensure adequate opportunity for faculty consultation when proposals are made that would significantly re-organize academic units and/or relocate entire programs from one academic unit to another.

Responsibilities:

Proposers of an academic unit re-organization or move, which could include faculty, deans, the Provost, or the President. The Chair of the Faculty Senate has some responsibilities and the Faculty Senate Executive Committee, as well as the Academic Council(s) or equivalent college-level faculty body.

Approved by:

Robert S. Nelsen, President

November 14, 2018

Policy:

When an academic unit re-organizes or moves (such as the splitting or combining of academic units; the moving of a program from one academic unit to another*; the moving of an academic unit, or part thereof, from one college to another*; an academic program becoming an academic unit*; the re-naming of an academic unit; or other changes of a similar magnitude) it can impact such functions as budgets within and beyond those academic units or programs directly affected by the re-organization, the delivery of curriculum and other services to students, curricular or service relationships with other academic units or programs, representation in such bodies as the Faculty Senate, and the organization and composition of RTP committees and other committees at unit, college, and campus levels.

For these reasons, it is important that consultation regarding such re-organization includes not just those most directly affected but also those who might be less directly affected by the outcome(s). This is consistent, for example, with the consultative process with regards to curricular proposals (courses and programs) which often affect other academic units (in terms of budget or duplication of curricular content), and for which the opportunity for consultation is included at unit, college, and campus levels.

The following, hierarchical process is to be followed for any proposed re-organization or move, as described above (except that those proposing a re-organization or move may withdraw their proposal and halt the process at any time, with any subsequent proposal or re-proposal starting the process again from the beginning):

1. A formal written proposal for a re-organization or move (with a rationale) is made by the faculty (within a directly affected academic unit or program), a Dean or Deans, the Provost, or the President. The request is sent to the Provost and copied to the Chair of the Faculty Senate, the President of Associated Students Inc., and the Chair/Director of the directly affected academic unit(s) or program(s).
2. This request triggers a) the Provost to commission an administrative analysis of the anticipated logistical and budget implications (costs, funding sources, shared or separate resource requirements, staffing, space allocations, etc.) associated with the proposed re-organization or move, and b) the Chair of the Faculty Senate to report the request as an information item to the Faculty Senate.
3. Those making the request engage in pro-active consultation with all academic units, programs, colleges, or others which might reasonably be expected to be impacted by the proposal. This period of consultation should not conclude prior to the time that the findings of the administrative analysis from Step 2 have been made available. All parties wishing to express support or opposition to the proposal (with rationale and results of faculty voting, where appropriate) communicate directly with those who made the original request, who are responsible for compiling all such responses and including them in all subsequent distribution(s) of the proposal.
4. A representative faculty vote is held on the proposal, following typical discussion/debate procedures, in the college(s) directly involved, in the form of their Academic Council(s) (or equivalent college-level faculty body), informed by the outcomes of Steps 1-3.
5. A review is conducted by the Executive Committee of the Faculty Senate to ensure adequate compliance with Steps 1-4, with the possibility that the process might be directed back to a prior Step if deemed necessary.

6. A representative faculty vote is held on the proposal, following typical discussion/debate procedures, at the campus level, in the form of the Faculty Senate, informed by the outcomes of Steps 1- 5, resulting in a recommendation from the Faculty Senate to the President regarding the proposed re-organization or move. Note: Such an item may not be placed on the Faculty Senate Consent Action calendar.

For academic programs that are multi-disciplinary or which, for other reasons, are not administratively housed in a single department, and for all other circumstances not directly addressed by the academic unit or program descriptors herein included, this policy shall be modified and subsequently applied by the administrator with oversight responsibilities, in consultation with the Executive Committee of the Faculty Senate, in a manner that preserves the basic legislative intent of faculty consultation at all levels (unit/program, college, campus).

Similarly, in the absence of another policy more directly related to the re-organization of colleges (or their equivalent)(such as the splitting of a college into two or more colleges; two or more colleges combining to form a single college; the re-naming of a college; or any other college-level re-organization not previously addressed), this policy shall be modified and subsequently applied by the administrator with oversight responsibilities, in consultation with the Executive Committee of the Faculty Senate, in a manner that preserves the basic legislative intent of faculty consultation at all levels (unit/program, college, campus).

*For curricular changes to programs that do not involve re-organization such as this, see the policy on Modification in, Suspension of, or Deletion of Existing Programs.

Procedures:

Procedures are outlined in the policy.