

A88: Creation and Reorganization of UNM Academic Units

~~Policy and Procedures for New Units and Interdisciplinary Reorganization of Academic and Research Units at the University of New Mexico.~~

Approved By: Faculty Senate

Last Updated: **Draft 7/12/15**

Responsible Faculty Committee: Operations Committee

Office Responsible for Administration: Provost and HSC Chancellor

Revisions to the Policy Rationale, Policy Statement, and Applicability sections of this document must be approved by the full Faculty Senate.

POLICY RATIONALE

From time to time it is necessary for the University of New Mexico (UNM) to consider proposals for the creation of new academic units, or for major restructuring of existing academic units, especially units involving ~~both research and~~ teaching functions and those crossing disciplinary lines. Occasionally the proposed unit would become a branch of the University. This Policy document provides policies and procedures for consideration of such actions pertaining to UNM academic units program. ~~In general, a proposal for such major changes should follow the guidelines below. However,~~ The specific procedures for consideration and approval will be established through discussions between the proposers of any changes and representatives of the Provost's Office or HSC Chancellor and the Faculty Senate Operations Committee.

~~While there are well-established procedures for approving the creation of new courses, new programs, and both minor and major changes in existing courses, there exists no formal system of review by both the faculty and administration of proposals for creation of new units. This policy and the associated procedures attempt to lay out guidelines for such major changes and additions.~~

POLICY STATEMENT

~~If it is proposed to create~~ The creation of a new academic unit located on or off the UNM Albuquerque campus, including new branches or education centers, or to make changes in an existing academic unit require approval of at least the 1) UNM Faculty Senate, acting on the advice of appropriate faculty committees as determined by the President of the Faculty Senate, and 2) appropriate administrative officers, as determined by the President or the Provost or HSC Chancellor. If approval of the proposal by the Board of Regents is required (See Regents' Policy 5.1), all actions of the Faculty Senate and the administrative officers relative to the proposal shall be transmitted to the Board of Regents.

Approval of the proposed action must be ~~sought and~~ obtained prior to initiating operation of a new academic unit, or making permanent major changes in existing academic units. In no case is this to be construed as prohibiting an existing academic unit from experimenting with temporary major changes prior to seeking approval of these on a continuing basis. However, it is expected that even in the case of experimental changes, stakeholders, such as affected faculty, staff, and students will be informed in advance and their input sought and considered by the appropriate dean, director, or other administrator proposing the changes, prior to initiation of the experiment.

All proposals to create or re-organize academic units shall follow the policies and procedures described herein and any applicable procedures, standards or guidelines established by the Faculty Senate Operations Committee in consultation with representatives of the Provost or the HSC Chancellor and relevant academic unit heads (e.g., dean's, directors, chairs).

APPLICABILITY

All academic units (excluding research centers and institutes, which are covered in Policy A91) including those within the Health Sciences Center and Branch Campuses.

Revisions to the remaining sections of this document may be amended with the approval of the Faculty Senate Policy Committee and Operations Committee in consultation with the responsible Faculty Senate Committee listed in Policy Heading.

DEFINITIONS

Major changes. Merger of two or more academic units, ~~or division~~ or dissolution of an academic unit. This policy is not meant to apply to organizational changes within an integral academic unit with no implications outside that unit.

Academic unit. ~~Designates a~~ Degree granting program, department, ~~division, center, institute,~~ branch, school, or college. ~~In this context, the structural program is of interest.~~ NOTE: Research centers and institutes are covered by Policy A91 "Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes"

WHO SHOULD READ THIS POLICY

- Academic deans or other executives, department chairs, directors, and managers
- Administrative staff responsible for academic units.

RELATED DOCUMENTS

Faculty Handbook:

Policy A91 "Creation, Review, Reorganization, and Termination of UNM Research Centers and Institutes"

UNM Board of Regents' Policy Manual:

CONTACTS

Direct any questions about this policy to the Office of the Provost or the HSC Chancellor.

PROCEDURES

~~Those proposing creation of interdisciplinary research centers or institutes should prepare a proposal according to guidelines prepared by the Research Policy Committee. Copies of these guidelines may be obtained from the chair of that committee, or from the Associate Provost for Research.~~ **Note: This is covered by Policy A91.**

~~The following is an outline of guidelines for preparing proposals for creating or making major changes in units, either on the UNM campus or entire branches or education centers at remote locations. It is recognized that a situation may arise for which these guidelines are not complete. In such a case, the proposer should seek advice from the Provost's Office and the President of the Faculty Senate.~~

Creation or Reorganization of an Academic Unit. Those proposing new or revised academic units, other than interdisciplinary research centers or institutes (see **A91** for these units), must prepare a proposal (~~according to the attached guidelines~~) and submit it for approval by the Faculty Senate and Provost or HSC Chancellor. The proposal should include the following:

A. Identification of the proposed academic unit or major changes, including all aspects such as instruction, research, and service.

B. ~~Summarize the~~ Reasons why the proposed changes are desirable, or necessary. For example, the proposed change may be responsive to state or national needs, existing or anticipated opportunities, or requirements of regulatory bodies such as accreditation agencies.

C. ~~What are~~ The advantages to UNM if the proposal is ~~approved and~~ implemented, including ~~to~~ effects on current or future students, faculty, and staff at UNM.

D. ~~Does the proposed new or revise unit pose~~ Any actual or potential conflicts with the programs or services of existing academic units at UNM, branches of UNM, or other institutions or organizations within the State of New Mexico. ~~On the other hand~~ Does ~~it~~ the proposed academic unit or change offer a potential for enhancement of, or cooperation with, the programs or services of other academic units or organizations?

E. ~~Provide an overall~~ A summary of the anticipated costs or changes in costs, and the human and physical resources, including space and equipment needed during the first ~~three to~~ five years of operation of the proposed new or revised academic unit.

F. ~~Describe the~~ Existing organizational structure related to ~~your~~ the proposal, and the anticipated structure when the revision or new academic unit has evolved to anticipated form. Include a description of:

- Administrative structure, including the line of responsibility within the organization and the path(s) through which the unit will report.
- Faculty positions, including rank and responsibilities, and
- Staff positions, including grades and responsibilities..

G. ~~Describe~~ Description of the instructional programs the academic unit will offer, if any. What degree programs will the unit offer, or support at the undergraduate or graduate levels? What courses at the lower division, upper division, and graduate levels will the unit offer in support of either its own or other degree programs? Identify both existing and new courses. Briefly explain the need for the new courses. If any of these courses overlap or are intended to replace existing course offerings at UNM, explain how potential duplication and conflict with the units offering those courses would be resolved.

H. ~~Describe~~ Description of the unit's proposed research programs. What research programs will be conducted by the unit alone or in cooperation with other units? In case(s) of cooperative programs, what other units will be involved, what will be their role, and what will be the relationship between these units and yours? What degree programs will these research programs support, and in what manner will they be supported? What non-state funding sources are anticipated for the research programs? What funding from the University or State of New Mexico will be required?

I. ~~Describe~~ Description of the academic unit's service activities. What services will the unit provide to other units in or associated with the University? Are these services currently offered by any other unit in the university associated with it, or contracted by it? If so, do you plan to supplement what exists or to replace it? How would potential conflicts with the other units be resolved? What services will the unit provide to organizations outside the university? Are there units, either public or private, already offering these services? If so, justify the need for you to provide them via the proposed unit.

J. ~~Discuss~~ Discussion of the plans for the academic unit for the next three to five years, including what needs, opportunities, or demands will the academic unit satisfy that are not currently being adequately met. How will the unit's functions and size change during this period? For example, will they remain static, grow, or diminish? How will faculty, staff, and administrators be acquired to support this unit?

K. ~~Provide~~ A detailed budget ~~information~~ summary for the first ~~three to~~ five years of operation of the proposed academic unit. For operating costs, include at least personnel, space upkeep or rental, utilities, contracted services, and equipment maintenance and replacement. For one-time costs, include at least space, furniture, utilities connections, and equipment.

HISTORY

October 11, 1994—Approved by Faculty Senate

DRAFT HISTORY

March 5, 2015—Revised draft to incorporate 3/4/15 recommendations of the Policy Committee.

February 19, 2015—Revised to mirror A91 on Research Centers

October 12, 2014—Revised to address concerns raised during preliminary review.

April 10, 2014 – Revised wording with FSRPC Chair's approval

April 1, 2014—Revised after meeting with W. Gerstle, Chair of Research Policy Committee.

March 12, 2014—Reformatted for review by HSC Council and Center and Institute Directors.

March 5, 2014—Chair of FSRPC presented draft to Faculty Senate Policy Committee (FSPC) for review.

September 25, 2013--Draft developed by the Faculty Senate Research Policy Committee (FSRPC).