Campus Administrative Policy

Policy Title: Creating or Renaming Academic Units or Departments and Renaming Degree Programs

Policy Number: 1XXX Functional Area: Academic & Faculty Affairs

Effective: TBD
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Date Scheduled for Review: TBD
Supersedes: N/A—New Policy

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Prepared by: Assistant Vice Chancellor for Academic Planning
Reviewing Office: Provost and Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer: Provost and Executive Vice Chancellor for Academic and Student Affairs

Applies to: University of Colorado Anschutz Medical Campus
University of Colorado Denver
University of Colorado South Denver Location

A. INTRODUCTION

Several changes in the Laws and Policies of the Board of Regents (BoR) implemented in 2017 and 2018 impact the approval process for new Academic Departments and the process for re-naming existing departments and degrees. Regent Law has always required the approval of academic units, but “academic unit” was not clearly defined and there were no approval procedures described in the Regent Laws or Policies or any Administrative Policy Statement (APS). APS 1041, Approval of Academic Units, effective in January 2018, states that the BoR shall approve all new academic units. As defined in Regent Law (Article 4, Part A), academic units are schools, colleges, and departments that roster tenured and/or tenure track faculty and offer at least one degree
program. Departments that do not meet this definition of an academic unit do not require
approval by the BoR.

Name changes of academic units, as defined by the BoR, or degree programs shall be
approved by the Chancellor and communicated to the BoR through the Vice President of
Academic Affairs.

Regent Policy 4.B.3, Academic Planning and Accountability, requires that each campus
shall have processes for the development of proposals for new academic units, as well as
processes for name changes of academic units or degree programs. Policy 4.B.3 also
requires that campuses shall have processes for the development of new degree programs,
and other credentials, which is addressed in the Campus Guidelines “Approval
Requirements for New Degree and New Certificate Programs.”

This campus policy was developed in accordance with the requirement that each campus
develop processes for creating and naming Academic Programs as outlined in Regent
Policy 4.B.3 and APS 1041.

B. POLICY STATEMENTS

The establishment of new academic departments that fall within the BoR definition of an
academic unit (roster tenured and/or tenure track faculty and offer at least one degree
program) must be approved by both the campus Chancellor and the University’s Board of
Regents.

In order for the Chancellor, the Provost and both campuses Vice Chancellor’s for
Administration and Finance to evaluate the proposal for a new academic unit, it must
adequately address the information outlined in APS 1041 and reproduced here in
Appendix A. Additional information may also be required.

The BoR has delegated authority for name changes of departments to the campus
Chancellor with notification to the BoR. The BoR has also delegated authority for name
changes to degree programs to the campus Chancellor with notification to the BoR. The
dean of the school or college that houses the academic unit or offers the degree program,
must provide adequate documentation to justify the change and provide evidence that
they have evaluated the impact, and considered the input of any constituents who are
likely to be affected by the change.

C. PROCEDURES

1. Creating New Schools, Colleges, or Academic Departments within an existing
   School or College, that will offer at least one degree program (i.e. Academic
   Units)
All new academic units that offer at least one degree program must be approved by the BoR. Prior to forwarding it to the BoR, the proposal must undergo several steps:

Approvals for the change are obtained from all constituents (including students, faculty and staff likely to be affected by the change) and internal committees within the school/college.

The dean of the school/college submits the documentation as outlined in Appendix A to the Provost and the Vice Chancellor for Administration and Finance at the appropriate campus who will decide on what, if any, additional information and approvals (e.g. at CU Denver this will likely include the Budget Priorities Committee of the Faculty Assembly) will be required.

Upon approval by the Provost and the campus Vice Chancellor for Administration and Finance, the proposal is forwarded to the Chancellor for approval.

Following approval by the Chancellor the proposal, along with the record of campus reviews and approvals, is sent (by the Associate Vice Chancellor for Academic Planning) to the Vice President for Academic Affairs (VPAA) for the University of Colorado. Per APS 1041, the VPAA arranges for presenting it to the University Affairs Committee of the University of Colorado BoR and subsequently to the entire BoR as deemed necessary.

2. Creating New Academic Departments within a School or College that will not offer any degree programs

All new academic departments that will not offer any degree programs do not fall within the BoR definition of an academic unit. Such departments are approved by the campus Chancellor and do not require approval of the BoR.

Approvals for the creation of the new academic department are obtained from all constituents (including students, faculty and staff likely to be affected by the change) and internal committees within the school/college.

The dean of the school/college submits the documentation, including a program plan and budget, to the Provost and the appropriate campus Vice Chancellor for Administration and Finance who will decide on what, if any, additional information and approvals (e.g. at CU Denver this will likely include the Budget Priorities Committee of the Faculty Assembly) will be required.

Upon approval by the Provost and the campus Vice Chancellor for Administration and Finance, the proposal is forwarded to the Chancellor for final approval.

3. Renaming Academic Units and Departments
The dean of the school/college submits a document that includes a) the justification of the name change; b) the impact on students and faculty; c) any reorganization of personnel and implications on budget, and d) any approvals or other input from students, faculty or school or college committees. The proposal should be submitted to the Associate Vice Chancellor for Academic Planning. The Provost and the campus Vice Chancellor for Administration and Finance will decide on what, if any, additional information and approvals will be required.

After their evaluation, the Provost and the campus Vice Chancellor for Administration and Finance will discuss the proposed change with the campus Chancellor.

Following approval of a name change of an academic unit by the Chancellor, the Associate Vice Chancellor for Academic Planning sends a notification to the Vice President for Academic Affairs (VPAA) for the University of Colorado. (This is not required if the department does not meet the BoR defined criteria of an academic unit (see above)). The VPAA arranges for notifying the BoR of this name change for the academic unit.

4. Renaming Degree Programs

The dean of the school/college submits a document that includes a) the justification of the name change; b) the impact on students and faculty; c) any reorganization of personnel and implications on budget, and d) any approvals or other input from students, faculty or school or college committees. The proposal should be submitted to the Associate Vice Chancellor for Academic Planning. The Provost will decide on what, if any, additional information and approvals (eg. Budget Priorities Committee at CU Denver) will be required.

After evaluation by the Provost the proposal is forwarded to the campus Chancellor.

Following approval by the Chancellor the name change is sent (by the Associate Vice Chancellor for Academic Planning) to the Vice President for Academic Affairs (VPAA) for the University of Colorado. The VPAA arranges for notifying the BoR of this change.

Notes

1. Dates of official enactment and amendments:
   - Adopted/Approved by XXXXXX on Date.
   - Updated and amended on Date.

2. History:
   - Example. Amended on XXXXXX to reflect a campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
3. Initial Policy Effective Date: Insert Date.

4. Cross References/Appendix:
   - Appendix A: Guidelines for Proposals for New Academic Units
   - APS 1041, Approval of Academic Units
   - Regent Policy 4.B.3, Academic Planning and Accountability
   - Campus Guidelines “Approval Requirements for New Degree and New Certificate Programs.”
Appendix A:

Guidelines for Proposals for New Academic Units (Schools / Colleges or units within them that will offer at least one degree program). (as outlined in APS 1041 of the University of Colorado).

Proposals for new academic units must include the following:

1. Unit description (including educational mission or programmatic focus, research/service mission)

2. Justification for creating a new unit

3. For schools and colleges, academic structure (divisions and/or departments); existing and proposed
   a. If an academic unit is created based on the reorganization of degree programs and this reorganization results in an existing academic unit (department, school, or college) having no degree program offerings, the proposal for the new academic unit shall address the need for the administrative discontinuance of the existing academic unit.

4. Degree programs
   a. List degree programs currently offered by an existing academic unit that will be offered by the new unit. For schools/colleges, list by division and/or department.
   b. List proposed degree programs to be offered by the unit (proposals for new degree programs will follow the campus procedures described in the Guideline document “Approval Requirements for New Degree and New Certificate Programs” and APS 1038 of the University of Colorado. For schools/colleges, list by division and/or department. Include timeline for implementation.

5. Academic unit accreditation requirements (if relevant)

6. Administrative structure and leadership

7. Faculty
   a. Indicate the number of tenured/tenure track and non-tenure track faculty that will initially be rostered in the unit.
   b. Explain how faculty will be reassigned or recruited to the new unit.

8. Space/facility and/or equipment needs

9. Budget model
a. Budget narrative (e.g., sources of revenue, indirect cost recovery distribution model, major expenditure categories)

b. Revenue estimates
   i. Tuition and fees
   ii. Other

c. Expense estimates
   i. Administrative costs
   ii. Academic/Instructional costs
   iii. Space acquisition and/or renovation and equipment
   iv. Other