



Campus Administrative Policy

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

Policy Number: 1001 Functional Area: Academic & Faculty Affairs

Effective: July 15, 2020
Date Last Amended/Reviewed: July 9, 2020
Date Scheduled for Review: July 1, 2027
Supersedes: N/A—New Policy

Approved by: Donald M. Elliman, Jr.
 Chancellor, University of Colorado Anschutz Medical Campus
 Michelle A. Marks
 Chancellor, University of Colorado Denver

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: CU Anschutz
 CU Denver

A. INTRODUCTION

Several changes in the Laws and Policies of the University’s 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 CU System Administrative Policy Statement (APS). [APS 1041, Approval of Academic Units](#), effective in January 2018, states that the BoR shall approve all new academic units.

While all schools and colleges, as well as many academic departments at CU Denver and CU Anschutz meet the Regent Law definition of an academic unit (see section B), there are some academic departments that do not meet this definition.

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

The creation, or renaming, of an academic department that does not meet the Regent definition of an academic unit does not require approval by the BoR.

[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. Regent Policy 4.B.3 further 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*” (Appendix B)

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. DEFINITIONS

Academic Units: As defined in [Regent Law, Article 4, Part A, *Academic Organization and Program Planning*](#), academic units are schools, colleges, and departments that roster tenured and/or tenure track faculty and offer at least one degree program

C. POLICY STATEMENT

The establishment of all new academic departments must be approved by the campus chancellor. If the department will offer an academic degree (thereby meeting the BoR definition of academic unit) then the academic unit must also be approved by the BoR.

In order for the chancellor, the provost and both campuses’ Vice Chancellors 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 below in Appendix A. Additional information may also be required.

The BoR has delegated authority for name changes of existing departments (regardless of whether they meet the Regent definition of an academic unit) 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.

D. PROCEDURES

1. Creating Academic Units (i.e. New Schools or Colleges, or New Academic Departments within an existing School or College, that will offer at least one degree program)

Proposals to establish new academic units (those that will 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:

- a) 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 (VCAF) at the appropriate campus who will decide on what, if any, additional information, coordination, and approvals will be required (e.g. at CU Denver this will likely include coordination with the Budget Priorities Committee of the Faculty Assembly).
- b) Upon approval by the provost and appropriate campus VCAF, the AVC for Academic Planning will forward the proposal to the chancellor for approval.
- c) Following approval by the chancellor, the proposal, along with the record of campus reviews and approvals, is sent (by the AVC 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 BoR and subsequently to the entire BoR for their approval.

2. Creating New Academic Departments that will not offer any degree programs

Proposals to create new academic departments that will not offer any degree programs are approved by the campus chancellor and do not require approval of the BoR.

Proposals for the creation of the new academic department should solicit and evaluate input from all stakeholders 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 VCAF who will decide on what, if any, additional information and approvals will be required.

Upon approval by the provost and appropriate VCAF, the AVC for Academic Planning will forward the proposal to the chancellor for final approval.

3. Renaming Academic Departments and other Academic Units within a School or College

Proposals for renaming an academic department must come from the dean of the school/college and include a) the justification of the name change; b) the impact on students and faculty; c) any reorganization of personnel and implications on budget; d) any approvals required from school or college committees; and e) any additional input from faculty or other constituents. The proposal should be submitted to the AVC for Academic Planning (AVCAP). The AVCAP will forward to the provost and the appropriate campus VCAF who will decide on what, if any, additional information and approvals will be required.

After their evaluation, the provost and the appropriate campus VCAF will discuss the proposed change with the campus chancellor who has approval authority.

If the academic department falls within the Regent definition of an academic unit, then the AVC for Academic Planning sends the documents supporting the name change to VPAA for the University of Colorado who coordinates forwarding notification of the change to the University Affairs Committee of the BoR.

If the academic department is not considered an academic unit according to the Regent definition, the VPAA and the BoR do not need to be notified.

4. Renaming Degree Programs

Proposals for renaming a degree program must come from the dean of the school/college and include a) the justification of the name change; b) the impact on students and faculty; c) any reorganization of personnel and implications on budget; d) any approvals required from school or college committees; and e) any additional input from students currently enrolled in the degree, faculty or other constituents. The proposal should be submitted to the AVC for Academic Planning. The provost will decide on what, if any, additional information and approvals will be required.

After evaluation by the provost the proposal is forwarded to the campus chancellor for approval. Following approval by the chancellor, the AVC for Academic Planning sends the documents supporting the name change to the VPAA for the University of Colorado who coordinates forwarding notification of the change to the University Affairs Committee of the BoR.

Notes

1. Dates of official enactment and amendments:
July 15, 2020: Adopted/Approved by the Chancellors

2. History:
July 15, 2020: This new 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.
3. Initial Policy Effective Date: July 15, 2020
4. Cross References/Appendix:
 - Appendix A: Guidelines for Proposals for New Academic Units
 - APS 1041, Approval of Academic Units
 - Regent Law Article 4, Part A, Academic Organizations and Program Planning
 - Regent Policy 4.B.3, Academic Planning and Accountability
 - Campus Guidelines “Approval Requirements for New Degree and New Certificate Programs.”
 - [Campus Policy 1000, Degree Program Review](#)

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 University of Colorado 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