



**CAMPUS ADMINISTRATIVE POLICY JUSTIFICATION**

**Policy Title:**                   **Creating New or Renaming Existing Academic Departments**  
**Policy Number:**           1001                   **Functional Area:**           Academic & Faculty Affairs

**Date Submitted:**                               TBD  
**Proposed Action:**                             **Approve New Policy**  
**Brief Description:**                           This policy establishes the processes for the development of proposals for new academic units as well as processes for name changes of academic units or degree programs.  
  
**Desired Effective Date:**                    TBD  
**Reviewing Office:**                           Provost and Executive Vice Chancellor for Academic and Student Affairs  
  
**Responsible Officer:**                       Associate Vice Chancellor for Academic Planning  
**Policy Contact:**                            Terry Potter  
**Last Reviewed/Updated:**                  N/A – New Policy  
**Applies to:**                                   CU Anschutz  
  CU Denver

**Reason for Policy:** 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.

This policy is also intended to differentiate the requirements for departments that fall within the Board of Regent’s definition of an Academic Unit and those that do not (The School of Medicine for example, has departments that do not offer a degree program and therefore do not meet the

BoR definition of an academic unit. Such departments no longer require BoR approval for name changes).

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## **I. REASON FOR PROPOSED ACTION**

Per Campus Policy 3000, Establishing Campus Administrative Policies, all new or updated policies must be approved by the Chancellor(s).

## **II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW**

Provost (6-30-20)

Legal (K. Hardy, 7-7-20)

Associate Deans (3-10-20)

Faculty Assembly CU Denver (11-20-19)

Faculty Assembly CU Anschutz (11-13-19)

Associate Vice Chancellor for Academic Operations (N. Viveiros, 10-1-2019)

Associate Vice Chancellor for Academic Planning (T. Potter, ongoing involvement)

Academic Planning Coordinator (M. Heredia, ongoing involvement)

## **III. LEGAL REVIEW**

A. Do you think legal review would be required for these proposed changes?

**Yes**

1. If no, please explain. N/A
2. If yes, what is your plan to get the legal review? Ask Legal EA to assign an attorney to review.
3. Date legal review completed: 7-7-20
4. Person completing legal review: Karyn Hardy

**IV. FISCAL REVIEW:** Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No**