

ORGANIZATIONAL CHANGES IN DEPARTMENTS, SCHOOLS AND DIVISIONS

The organization of academic units should be designed to plan and to deliver effective academic programs to students, to develop faculty resources and to create an environment for their constructive contribution; and to provide for efficient administration to support academic planning and implementation.

The following proposals will be governed by this Policy:

1. Establishment of New Departments
2. Departmental Reorganization
3. Addition, Dissolution, Restructuring or Renaming of Schools and Divisions
4. Renaming of Schools, Divisions and Departments
5. Departments wishing to Change School Affiliation

Proposals should be discussed within the schools, divisions, and departments involved and then forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the proposals and forward them concurrently to the Academic Policy and Planning Committee, Executive Committee and Academic Senate. Proposals will then be forwarded to the President for formal consideration.

In addition, the following guidelines apply specifically to Items 1 and 2 above.

I. Criteria for the Establishment of New Departments at CSUF

- A. The academic area represents a discrete and clearly defined discipline in that:
 - 1) There is a substantial body of knowledge unique to the area concerned;
 - 2) specifically related national, professional, academic, or occupational societies and/or organizations exist;
 - 3) more than one journal is published which is devoted to subject matter and/or research or creative activity reports of the area concerned; and
 - 4) accreditation (if appropriate) is in force or in the process of being established.
- B. The full-time equivalent faculty is seven of which at least five are tenured full-time in the proposed department, and the administratively mandated personnel requirements are satisfied.
- C. The program of the proposed department is an integral and significant contribution to an interdisciplinary program or it offers a viable degree.
- D. The initiators will demonstrate strong evidence of the program's potential growth, vitality, and educational value.
- E. The initiators will explain how departmentalization will better provide proper and adequate nurture for the discipline than the administrative structure under which it presently functions.

2. Departmental Reorganization

- A. When a department drops below the minimum requirements indicated by the "criteria for the establishment of new departments", the Vice President for Academic Affairs, or designee, will convene and chair a panel of school deans to include all academic deans except the dean(s) in whose school(s) the concerned department(s) is (are) administered. As aids in developing the required recommendation, this panel must hear the immediately involved faculty, chair(s) and dean(s) if they desire to be heard. This panel may also elicit other pertinent information. Within three calendar months following its convening to hear a given case, this panel must render a recommendation on that case. This recommendation will be one of the following:
- 1) Continuance of the department, in which case the continuance will be contingent upon the department's meeting the criteria for departmentalization in an acceptable manner within a specified time; or
 - 2) consolidation en toto of two or more departments; or
 - 3) dissolution of the department, in which case the recommendation must include a disposition of the various segments of the dissolved department.
- B. Implementation or rejection of the recommendation in part or whole may be the purview of the President in consultation with the Vice President for Academic Affairs.

In considering any proposal governed by this Policy, the Academic Policy and Planning Committee shall consult with the University Budget Committee regarding the budgetary implications of such a proposal.

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In considering any proposal governed by this Policy, the Academic Policy and Planning committee may, after consultation with the Vice President for Academic Affairs, form an ad hoc committee to make recommendations.

The members of the ad hoc committee may be:

- (1) The members of the Academic Policy and Planning Committee.
- (2) The Chair of the University Budget Committee and the Personnel Committee. (If either of the Chair is from a school or division already represented on the Academic Policy and Planning Committee, the AP&P member(s) will serve without vote on the ad hoc committee.)
- (3) Other members to provide each school or division one faculty representative on the ad hoc committee. (Each of these members will be selected from a list of five provided by the school's dean or division's director.)

Approved by the Academic Senate
Approved by the President

November 27, 1989
December 8, 1989