III.A. Departments
Actions involving departments are carried out on the nine established campuses. That is, creating a new department, changing the name of an existing department, and consolidating, transferring, or disestablishing an existing department are campus decisions for which there is no systemwide review. If favorably reviewed by the relevant divisional Academic Senate committee(s) and approved by the campus administration, a proposed action involving a department is implemented. Any proposed coordinated actions involving undergraduate or graduate degree programs associated with affected department(s) should be handled according to the procedures described for the proposed action for either undergraduate or graduate degree programs.

All final campus actions involving departments should be reported to systemwide offices in a month report to the Coordinator - Program Review, copied to the Director Academic Planning and Program Review and to the Records Manager, Information Resources and Communications. E-mail use is encouraged.

PROCEDURES FOR THE ESTABLISHMENT OF NEW ACADEMIC UNITS SUCH AS DEPARTMENTS

1. A group of faculty submits a proposal for the establishment of a new academic unit (i.e. department) to the Dean

2. The Dean seeks advice/recommendations of the executive Committee of the college or school, (and where appropriate, departments or other unit chairs). Chairs would consult with faculty in their departments.

3. The Dean forwards the proposal to the Executive Vice Chancellor with a recommendation and supporting documentation along with the advice of the Executive Committee (and departments).

4. The EVCP submits the proposal to the Academic Senate for a recommendation.

5. The Senate seeks the advice of standing committees: Planning and Budget, Educational Policy, Graduate Council, Academic Personnel, Undergraduate Council, Faculty Welfare, Research, Library, etc where appropriate. Recommendations of the appropriate Senate committees go to the Advisory Committee and are then submitted by the Advisory Committee to the Division for a formal recommendation by vote.

6. The Campus decision is forwarded to the Office of the President.