

UNIVERSITY of  
NORTHERN COLORADO



*College of Natural and Health Sciences*

## Procedures for Developing Proposals for Academic Restructuring

- 1) Each School Director will review with his/her faculty and staff these Procedures for Developing Proposals for Academic Restructuring as well as other documents relevant to restructuring (including those available at the Academic Structure Discussions Website, [http://www.unco.edu/nhs/academic\\_restructure.html](http://www.unco.edu/nhs/academic_restructure.html)) and discuss whether restructuring would enhance the operation of the school, college, and/or university.
- 2) Schools and/or programs that have an interest in proposing to reorganize will generate a brief (no more than two pages) Letter of Intent (LOI) that outlines the structure(s) of interest. The LOI will be routed to the Dean via the School Director, who may append to the document his/her comments. **All LOIs and any comments will be submitted in electronic form to Beckie Croissant ([rebecca.croissant@unco.edu](mailto:rebecca.croissant@unco.edu)) in the Dean's Office by September 4, 2009.**
- 3) The LOIs will be disseminated by the Dean to the Academic Structure Working Group. The Working Group will acknowledge each LOI that is received and respond as appropriate. For example, the Working Group may use this opportunity to provide specific feedback to the LOI authors. **The target date for response by the Working Group is September 11, 2009.**
- 4) Restructuring proposals of no more than 10 pages in length may be generated by the interested Schools and/or programs. Proposals are encouraged to address the following items. The Dean's Office may be contacted for assistance in obtaining data in cases where they are lacking in the program(s). Items marked with an asterisk indicate the three overarching tenets that must be observed, as specified by the President and Provost.
  - Maintenance of academic program quality\*
  - Consistency with University's Academic Plan\*
  - Cost analysis of restructuring to demonstrate that no additional resources are required\*
  - Student credit hour generation
  - Contracted FTE faculty and staff
  - Number of graduates: it is desirable to indicate the number each year for the past three years
  - Number of majors: it is desirable to indicate the number each year for the past three years
  - Number of degree programs as listed in catalog, including undergraduate and graduate programs
  - Overall budget for the proposed new unit
  - Proposed organization chart with details regarding the unit's leadership (such as director or chair; exempt or faculty status; salary structure) and staffing, including administrative assistance. This should address FTE for these individuals.
  - Physical facility considerations
  - Plan for unit leadership in the summer
  - Other considerations – these might include: the number of students who are obtaining a minor or concentration; grant activity; potential for growth and academic distinction; specialized facilities, such as laboratories or clinics; external program accreditation; Extended Studies involvement; plan

for any interdisciplinary or multidisciplinary programs that may be affected by the proposed restructuring; and any other relevant considerations

- 5) Proposals that impact other programs will be shared with those programs prior to submission to the Dean's Office and any reactions/responses from those programs attached.
- 6) Proposals will be routed to the relevant School Director(s) for review and any comments, which if provided will be attached.
- 7) **Proposals and any and all attachments will be submitted in electronic form to Beckie Croissant ([rebecca.croissant@unco.edu](mailto:rebecca.croissant@unco.edu)) in the Dean's Office by October 9, 2009.** All of these materials will be simultaneously made available by the Dean's Office on the Academic Structure Discussions Website, with the exception of the cost analyses, which may contain individual salary information that is unsuitable for posting.
- 8) The Academic Structure Working Group will review the restructuring proposals and will have the opportunity to request additional information before making its recommendation on each, which will be posted on the website and directed to the NHS Leadership Team. **This step will occur by November 2, 2009.**
- 9) The Leadership Team will review the restructuring proposals and will have the opportunity to request additional information before making its recommendation on each, which will be posted on the website and directed to the Dean. **This step will occur by November 16, 2009.**
- 10) The Dean will review the restructuring proposals and will have the opportunity to request additional information before making her recommendation, which will be posted on the website and directed to the Provost. Prior to generating her recommendation, she may also confer and deliberate with the affected units as needed. **This step will occur by December 14, 2009.**
- 11) Following action at the College level, restructuring proposals will be subject to review by the Provost and the President as described in the Provost's memo of February 16, 2009.
- 12) **July 1, 2010 is the target date to effect any approved reorganization.**

NOTES:

- To facilitate opportunities for communication and feedback throughout this process, the College will make available an electronic feedback form which will allow anonymous feedback to be submitted to the Working Group. Whenever new information is added to the Academic Structure Discussions Website, the Dean's Office will provide notification via the College listserv and solicit feedback.
- At its discretion, the Working Group may solicit/encourage academic restructuring proposals from programs/schools without requiring the development of an LOI.