



Article 13: Organization of Academic Units Within a College

The policy below governs the structure of an academic college.

3-13-101 Definitions

- (a) Academic Unit: A school or department, housed in an academic college.
- (b) Chair: the unit leader of a department.
- (c) Department: An academic division of a college housing at least one academic program.
- (d) Director: the unit leader of a school.
- (e) Academic Program: a graduate or undergraduate degree, certificate, or minor.
- (f) School: An academic division of a college housing at least one academic program.

3-13-102 Department and School Distinction

Generally, larger units with greater administrative complexity are called schools and smaller units with lower administrative complexity are called departments. This distinction may also depend on discipline-based traditions and other factors. Factors that contribute to size and administrative complexity may include, but are not limited to, the number of program areas, the number of academic programs, external accreditation requirements, the number of faculty and staff, and student credit hour production.

3-13-103 Reorganization and Naming of Academic Units

The following process applies to the renaming of an existing unit, as well as any change in organization of academic units, including combining multiple academic units into a single unit, dividing one academic unit into multiple units, dissolving an academic unit, moving a unit from one college to another, moving an academic program between units, or any combination of the above.

3-13-103(1) Process

- (a) Reorganization or renaming of academic units in a college or between colleges may be initiated either by their respective dean(s), or by a majority vote of the faculty of the affected unit(s).

- (b) The dean and faculty of the unit will discuss the rationale for the change, including factors listed in 3-13-102 when determining whether the unit(s) shall be classified as a department or school.
- (c) If there is agreement between the dean(s) and a majority of the faculty of the affected unit(s), then the proposal shall be forwarded to the CAO for final approval. In cases where units are combining, or a unit will be divided into distinct units, the support from the majority of faculty in each unit is required.
- (d) If agreement cannot be reached, the faculty of the affected unit(s) and their dean(s) shall both provide the CAO with a rationale for their position.
- (e) The final decision for any reorganization or renaming of units rests with the CAO.

Policy History

ARTICLE 13: ORGANIZATION OF ACADEMIC UNITS WITHIN A COLLEGE.

Entire article added (May 2023)