

Process for the Review of Proposals for Academic Programs and Units

Academic Senate, Irvine Division

- The following diagrams are simplified representations of the various processes.
- These diagrams do not represent such actions as a Council requesting that a proposing unit provide a revised proposal. They also assume that Councils not shown may be asked to participate, depending on the proposal under review.
- It is assumed that faculty approval is the representative faculty group who voted on the proposal. The statement of the vote should be included in the proposal with the following information: name of the faculty group, number eligible to vote, number who approved, number who opposed, number absent or on sabbatical.
- It is assumed that all proposers of new degrees, departments, programs, etc., will consult with the University Librarian while preparing their proposals.
- Lead Councils are identified with an oval box. The Lead Council serves as the primary voice in and coordinator of a review.
- The blue shaded boxes indicate the divisional approval required to proceed with the proposal. The yellow-shaded boxes indicate the statewide approval required for final approval.
- Systemwide processes are not shown but can be viewed at <http://ucop.edu/acadaff/acomp/>.

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ACADEMIC PROGRAM APPROVAL SUMMARY

Approval **NOT NEEDED** from the Office of the President (inform OP only)

- New Undergraduate Degree Program
- New Joint Undergraduate Degree Program
- New Department
- New Organized Research Unit (ORU)
- Name Change of Undergraduate Degree Program
- Name Change of Department
- Name Change of Organized Research Unit (ORU)
- Name Change of Graduate Degree Program
- Name Change of Multicampus Research Unit (MRU)
- Transfer, Consolidation, or Disestablishment of Undergraduate Degree Program
- Transfer, Consolidation, or Disestablishment of Department
- Transfer, Consolidation, or Disestablishment of Organized Research Unit (ORU)

Approval **NEEDED** from the Office of the President

- New Graduate Degree Program
- New Schools/Colleges/Division
- New Undergraduate Degree Designation/Title
- New Graduate Degree Designation/Title
- New Joint Graduate Degree Program
- New Multicampus Research Unit (MRU)
- Discontinue a Unique Undergraduate Degree Title
- Discontinue a Unique Graduate Degree Title
- Name Change of School/College
- Transfer, Consolidation, or Disestablishment of Graduate Degree Program
- Transfer, Consolidation, or Disestablishment of School/College
- Transfer, Consolidation, or Disestablishment of Multicampus Research Unit (MRU)

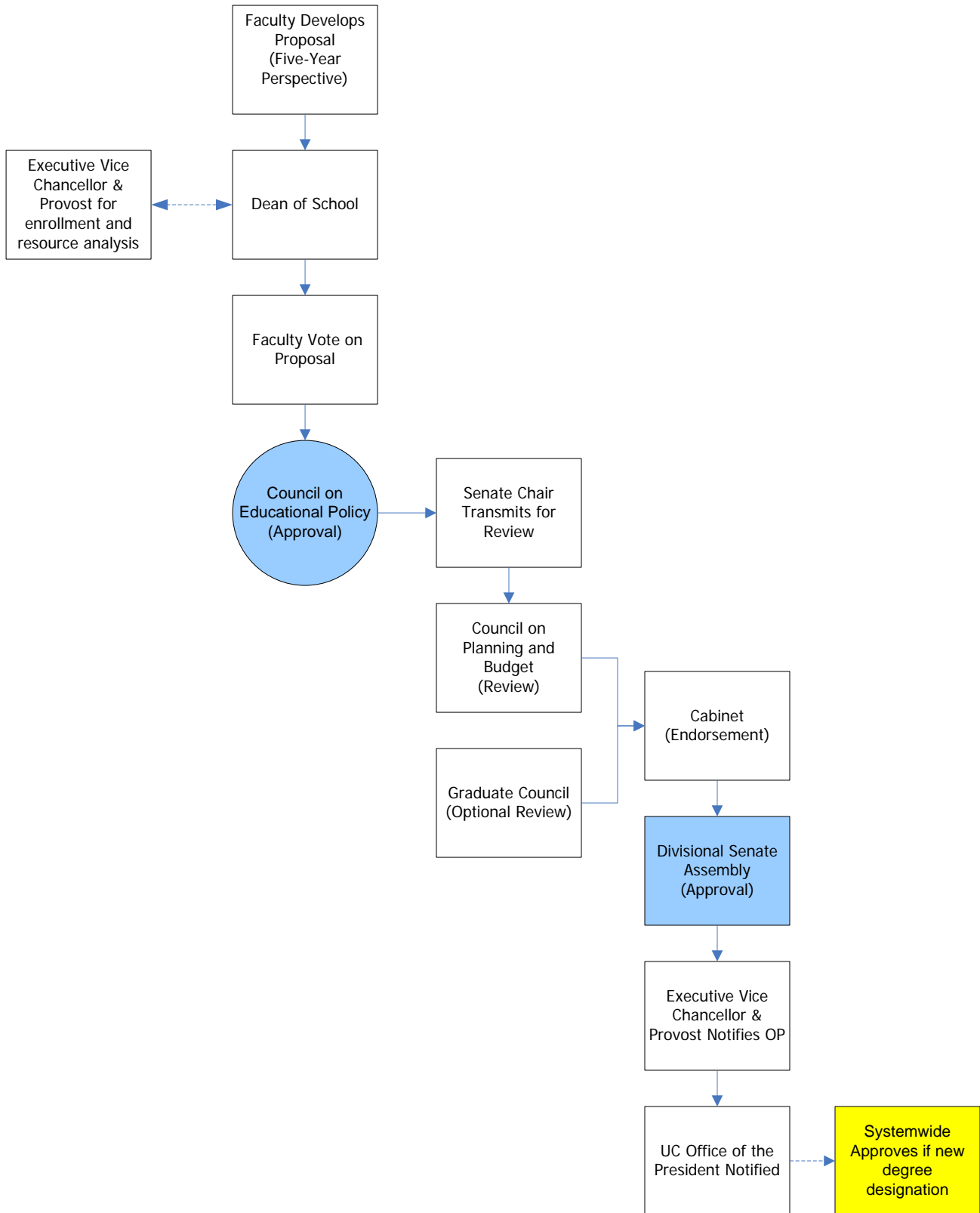
Approval **NEEDED** from The Regents

- Establishment of Schools and Colleges
- Transfer, Consolidation, or Disestablishment of Schools and Colleges

Ordinarily, a proposed transfer, consolidation, or disestablishment (TCD) of a school/college or graduate degree is included (listed and described) in a Five-Year Perspective that submitted by the campus at least one year before action is formally submitted for campus review. If it is not included in the Five-Year Perspective, then immediately before or at the time the proposed action is announced publicly on campus, the Chancellor (or designee) e-mails or faxes to the Office of the President and the CCGA the 1-2 page description that would ordinarily have been included in the Five Year Perspective.

Link to the Statewide Compendium, "Systemwide Review Process of Academic Programs":
<http://ucop.edu/acadaff/accomp/>

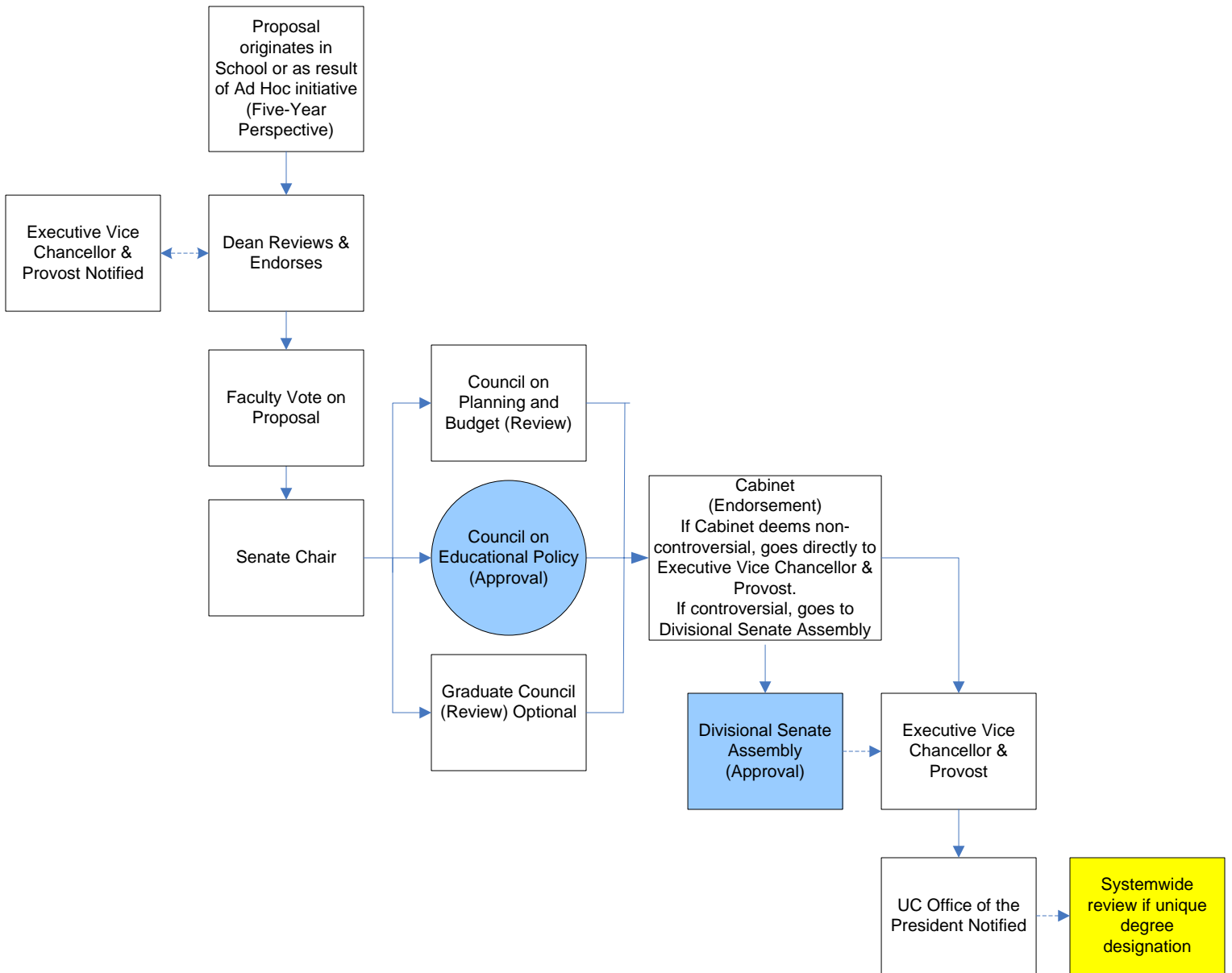
NEW UNDERGRADUATE DEGREE PROGRAM



NEW UNDERGRADUATE DEGREE PROGRAM

- Proposal initiated by faculty group.
- Intention to create a new undergraduate degree program should be included in the Five-Year Perspective.
- Proposal is approved by Faculty group. Faculty should be identified and record of vote included in proposal.
- Proposal sent to the Dean's office for letter re resource analysis.
- Proposal sent to EVC/Provost for letter re resource and enrollment analysis.
- Proposal is forwarded to CEP with a copy to Senate Chair.
- After CEP's review and approval, the Senate Office sends it to CPB for review. If Graduate Council wishes, it may review the proposal.
- CPB and GC (optional) forward reviews to CEP and Senate Office.
- If approved by CEP, the proposal is reviewed by the Cabinet.
- If review is deemed completed, proposal is sent to Assembly for approval.
- If approved by the Assembly, it is sent to the Executive Vice Chancellor & Provost.
- If degree title is unique to UCI, proposal is sent to Systemwide for review and approval.

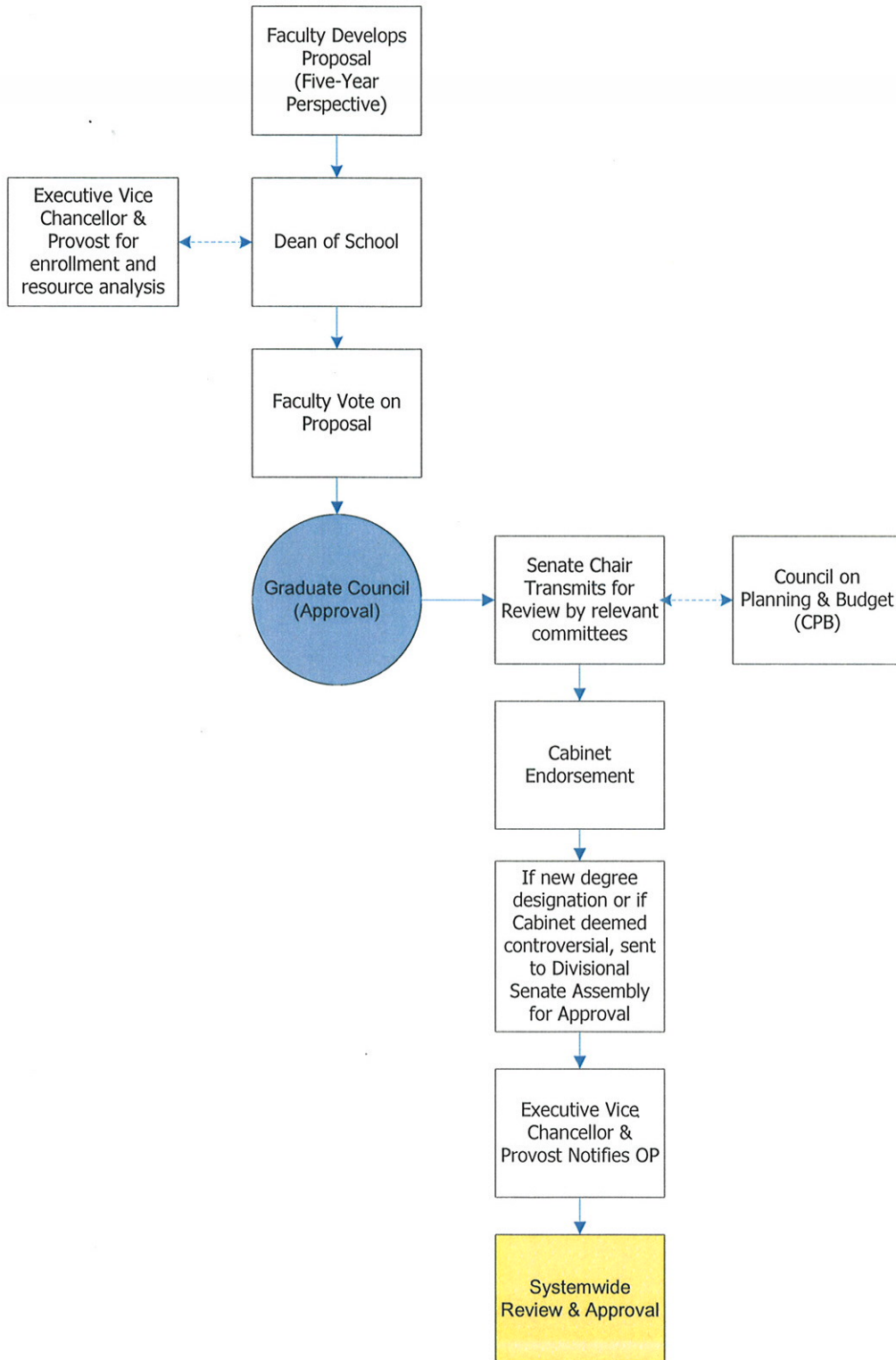
TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF UNDERGRADUATE DEGREE PROGRAM



**TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT
OF UNDERGRADUATE DEGREE PROGRAM**

- Proposal initiated by faculty group.
- Intention to transfer, consolidate or disestablish an undergraduate degree program should be included in the Five-Year Perspective.
- Dean, School/College review and endorses proposal.
- Faculty group reviews and votes on proposal. Faculty should be identified and record of vote included in proposal.
- Executive Vice Chancellor & Provost notified.
- Proposal sent to CEP with a copy to Senate Chair.
- Council on Educational Policy consults with relevant Senate Committees and may request an ad hoc subcommittee.
- Council on Educational Policy submits report to Senate Chair.
- If approved by CEP, proposal with other Council statements sent to Cabinet for approval.
- Senate Chair forwards to Divisional Senate Assembly for approval if controversial.
- Divisional Senate Assembly votes on recommendations.
- Senate Chair sends approved proposal to Executive Vice Chancellor & Provost.
- Executive Vice Chancellor & Provost to notify the Office of the President, Dean of the School/College, Department, Council on Educational Policy and Registrar's Office.
- If unique degree title, then must be sent for statewide review.

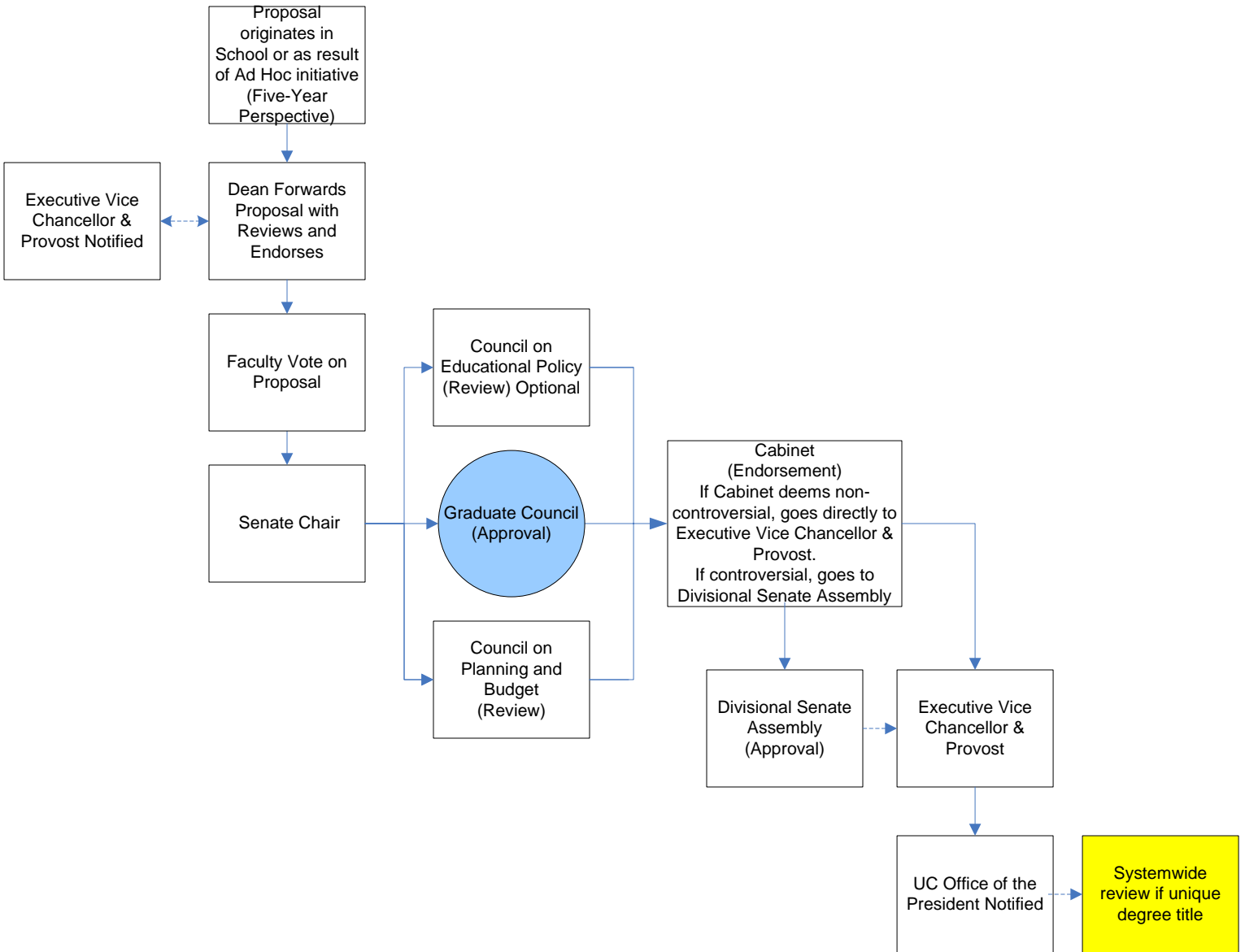
NEW GRADUATE DEGREE PROGRAM



NEW GRADUATE DEGREE PROGRAM

- Proposal initiated by faculty group.
- Intention to create a new graduate degree program should be included in the Five-Year Perspective.
- Proposal is approved by Faculty group. Faculty should be identified and record of vote included in proposal. During the preparation of the proposal consultations with the University Library concerning the resources necessary to support the new department should take place.
- Proposal sent to the Dean's office for letter re resource analysis.
- Proposal sent to EVC/Provost for letter re resource and enrollment analysis.
- Proposal is forwarded to GC with a copy to the Senate Chair. GC initiates the review.
- The Senate Office sends the proposal to CPB and relevant committees as needed for review. Final review by GC will be considered after receipt of CPB response.
- CPB and forward reviews to GC and Senate Chair.
- If approved by GC, the proposal is reviewed by the Cabinet.
- If the degree program is not controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- If approved, the proposal is sent to the Executive Vice Chancellor & Provost who notifies OP.
- Proposal is sent by GC to CCGA to determine if a systemwide review is required.

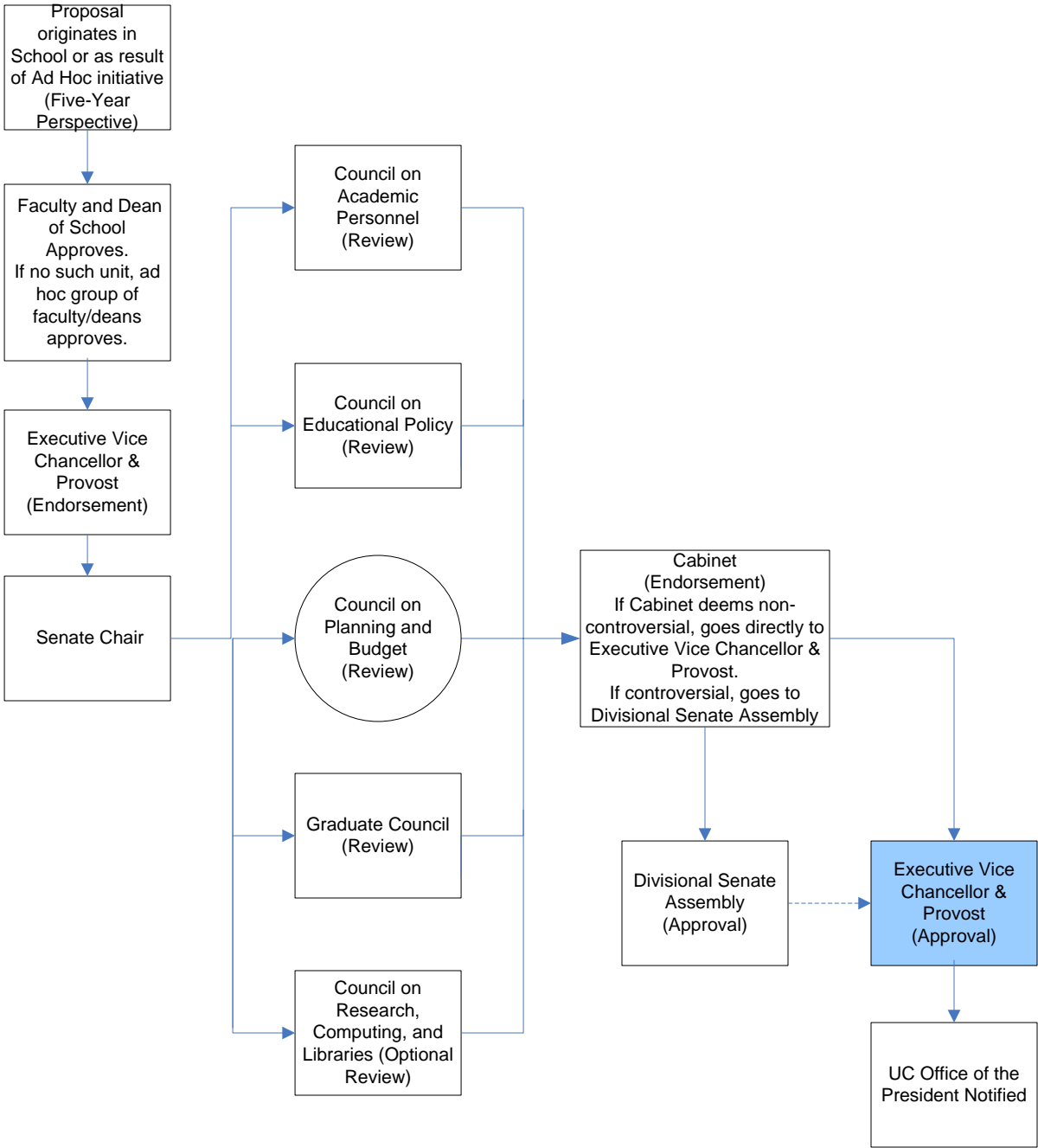
TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF GRADUATE DEGREE PROGRAM



TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF GRADUATE DEGREE PROGRAM

- Proposal initiated by faculty group.
- Intention to transfer, consolidate, or disestablish a graduate degree program should be included in the Five-Year Perspective.
- Faculty group reviews and votes on proposal. Faculty should be identified and record of vote included in proposal.
- Dean, School/College reviews and endorses proposal.
- Executive Vice Chancellor & Provost notified.
- Proposal sent to GC with a copy to Senate Chair.
- GC consults with relevant Senate Committees and may request an ad hoc subcommittee.
- GC submits report to Senate Chair.
- If approved by GC, proposal with other Council statements sent to Cabinet for approval.
- Senate Chair forwards to Divisional Senate Assembly for approval if controversial.
- Divisional Senate Assembly votes on recommendations.
- Senate Chair sends approved proposal to Executive Vice Chancellor & Provost.
- Graduate Council sends copy of Executive Vice Chancellor & Provost letter and copy of proposal to the Chair of the Coordinating Committee on Graduate Affairs (CCGA).
- Executive Vice Chancellor & Provost sends notification to the Office of the President.
- CCGA determines if a systemwide review is needed. If not, the divisional decision is final.

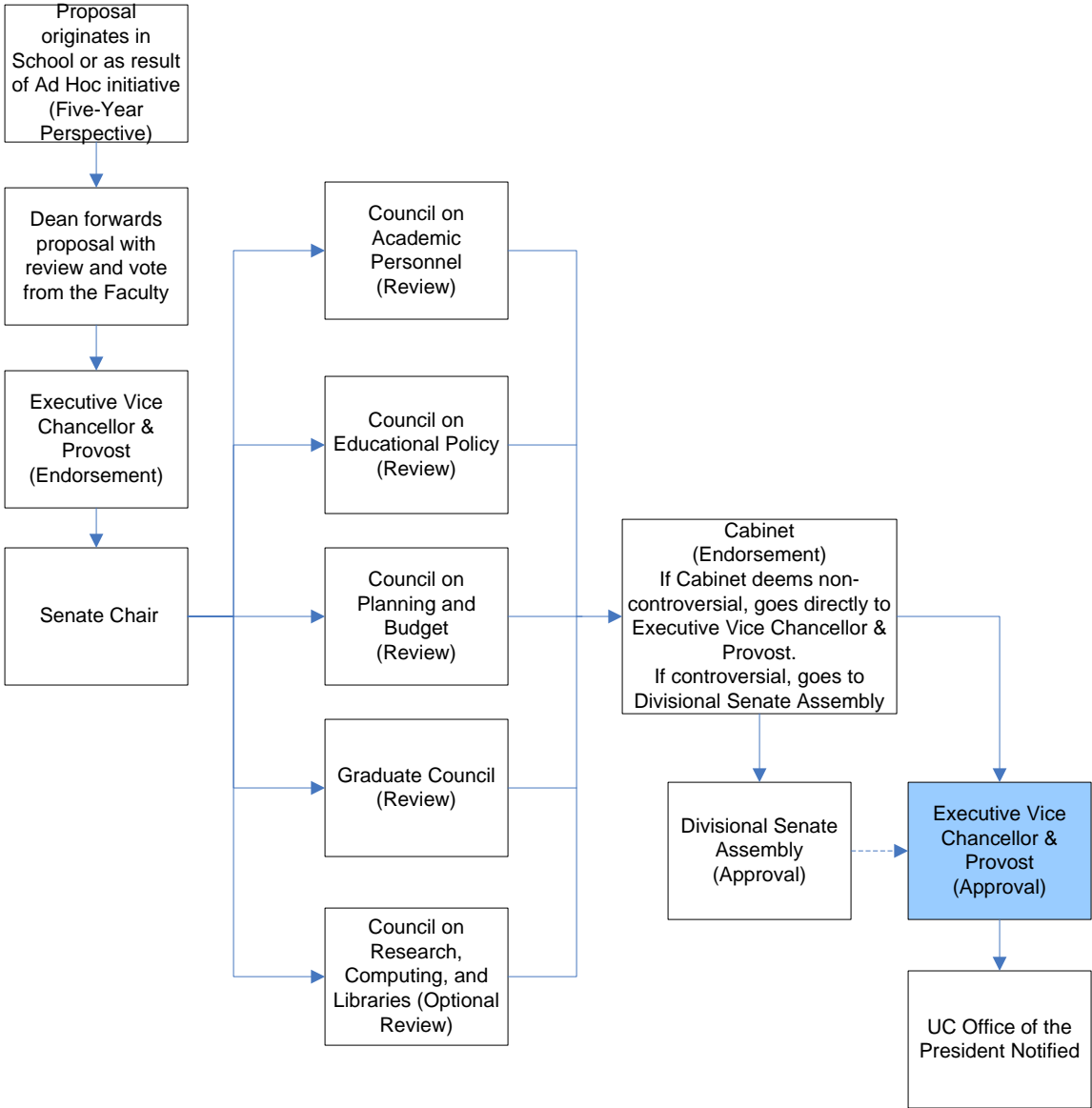
NEW DEPARTMENT



NEW DEPARTMENT

- The proposal for departmentalization may originate within a School or College, or as a result of an ad hoc initiative or call for proposals.
- Intention to create a new Department should be included in the Five-Year Perspective.
- Documentation proposing departmentalization is approved by the faculty (including any appropriate committees of the faculty) within the School or College, and by the Dean. If the proposal does not originate within an existing unit, then the Executive Vice Chancellor & Provost may ask an ad hoc group of faculty and/or Deans to comment on the proposal at this point. During the preparation of the proposal consultations with the University Library concerning the resources necessary to support the new department should take place.
- The proposal is submitted to the Executive Vice Chancellor & Provost.
- The Executive Vice Chancellor & Provost may decide to take no action on the proposal, or he/she may return it to the point of origin for revision. It is anticipated that in all but the most unusual circumstances the Academic Senate will wait until the Executive Vice Chancellor & Provost has endorsed the proposal before beginning its review process. The Executive Vice Chancellor & Provost forwards it to the Senate Chair.
- Senate Chair forwards proposal to CEP, CAP, Graduate Council, CORCL, and CPB (lead council).
- CEP, CAP, Graduate Council, CPB, and CORCL submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement. If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Executive Vice Chancellor & Provost for final approval and implementation. If there is strong disagreement between councils and/or the Cabinet concerning the proposal, the Chair will take the proposal to the Divisional Assembly for endorsement with a report describing the results of the prior reviews. If the Senate endorses the proposal, it is forwarded with the reviewers' comments to the Executive Vice Chancellor & Provost for final approval and implementation.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Executive Vice Chancellor & Provost. At that point he/she may take no action, or may return the proposal to the point of origin for revision.
- Campus has final decision. Upon campus approval, Executive Vice Chancellor & Provost notifies OP about establishment of the new department.

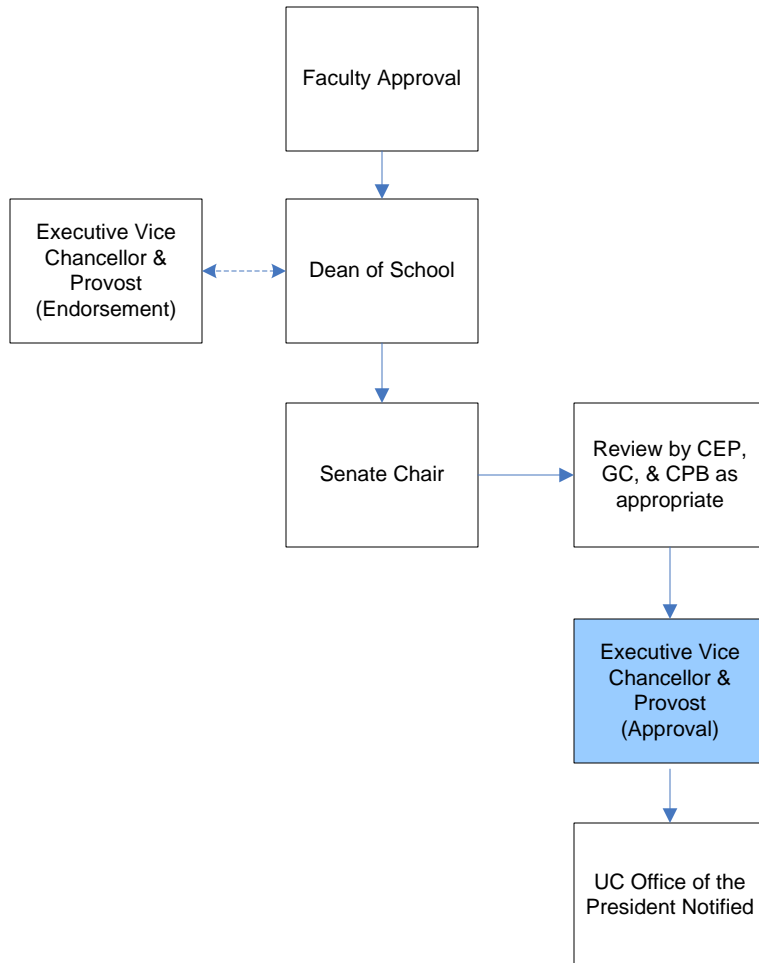
TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF DEPARTMENT



TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF DEPARTMENT

- The proposal for transfer, consolidation or disestablishment of (TCD) a department may originate within a School or College, or as a result of an ad hoc initiative.
- Documentation proposing TCD is approved by the faculty (including any appropriate committees of the faculty) within the School or College, and by the Dean. The proposal is submitted to the Executive Vice Chancellor & Provost.
- The Executive Vice Chancellor & Provost may decide to take no action on the proposal, or he/she may return it to the point of origin for revision. It is anticipated that in all but the most unusual circumstances the Academic Senate will wait until the Executive Vice Chancellor & Provost has endorsed the proposal before beginning its review process. The Executive Vice Chancellor & Provost forwards it to the Senate Chair.
- Senate Chair forwards proposal to CEP, CAP, Graduate Council, CORCL, and CPB (lead council).
- CEP, CAP, Graduate Council, CPB, and CORCL submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement. If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Executive Vice Chancellor & Provost for final approval and implementation. If there is strong disagreement between councils and/or the Cabinet concerning the proposal, the Chair will take the proposal to the Divisional Assembly for endorsement with a report describing the results of the prior reviews. If the Senate endorses the proposal, it is forwarded with the reviewers' comments to the Executive Vice Chancellor & Provost for final approval and implementation.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Executive Vice Chancellor & Provost. At that point he/she may take no action, or may return the proposal to the point of origin for revision.
- Campus has final decision. Upon campus approval, Executive Vice Chancellor & Provost notifies OP about transfer, consolidation, or disestablishment of the department.

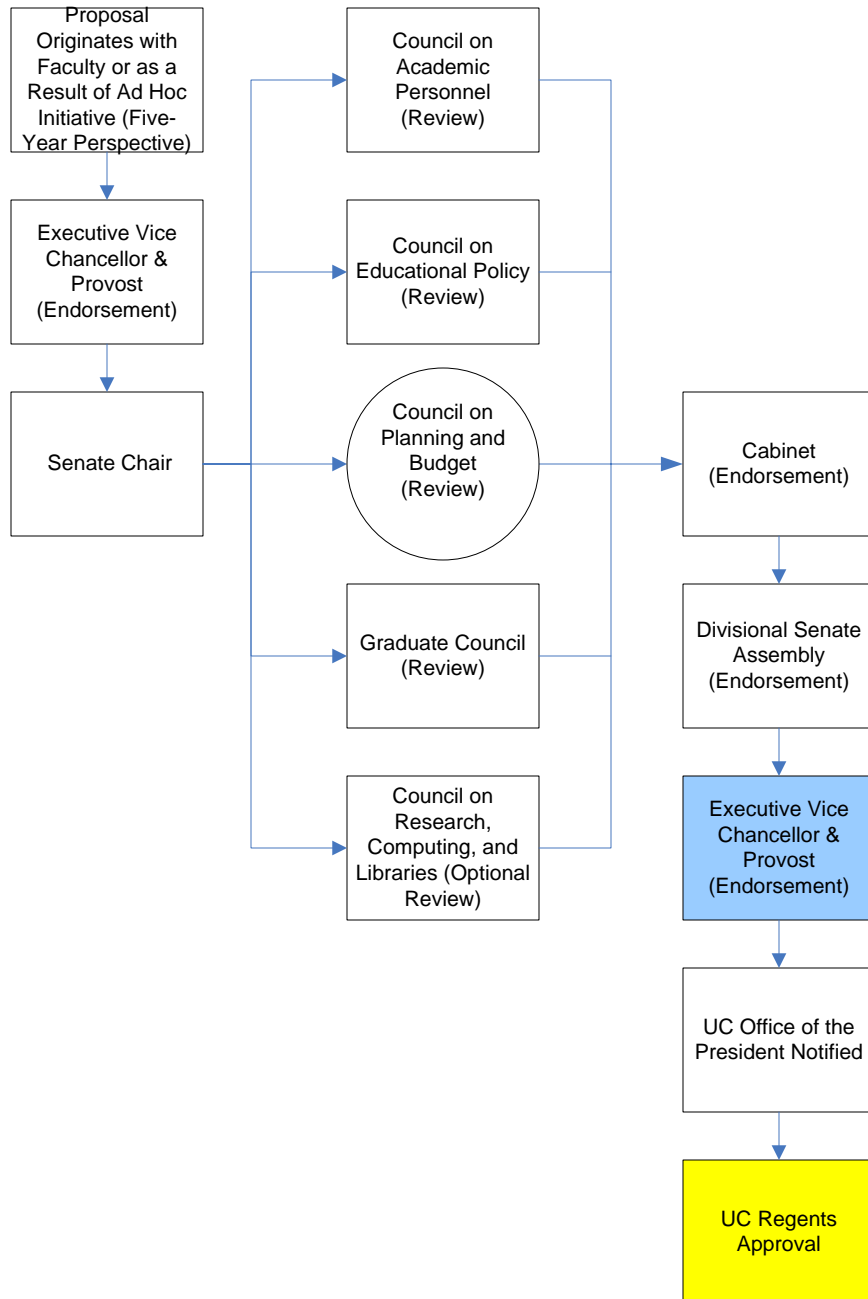
DEPARTMENT NAME CHANGE



DEPARTMENT NAME CHANGE

- Proposal initiated by faculty group.
- Proposal is approved by Faculty group. Faculty should be identified and record of vote included in proposal
- Department submits proposal to Dean, School/College for review and endorsement. .
- Proposal is sent to the Executive Vice Chancellor & Provost.
- Proposal sent to Senate Chair who sends to relevant Senate Committees.
- The proposal is reviewed by the Cabinet.
- Senate Chair transmits to Executive Vice Chancellor & Provost.
- Campus has final decision. Upon campus approval, Executive Vice Chancellor & Provost notifies OP of the department name change.

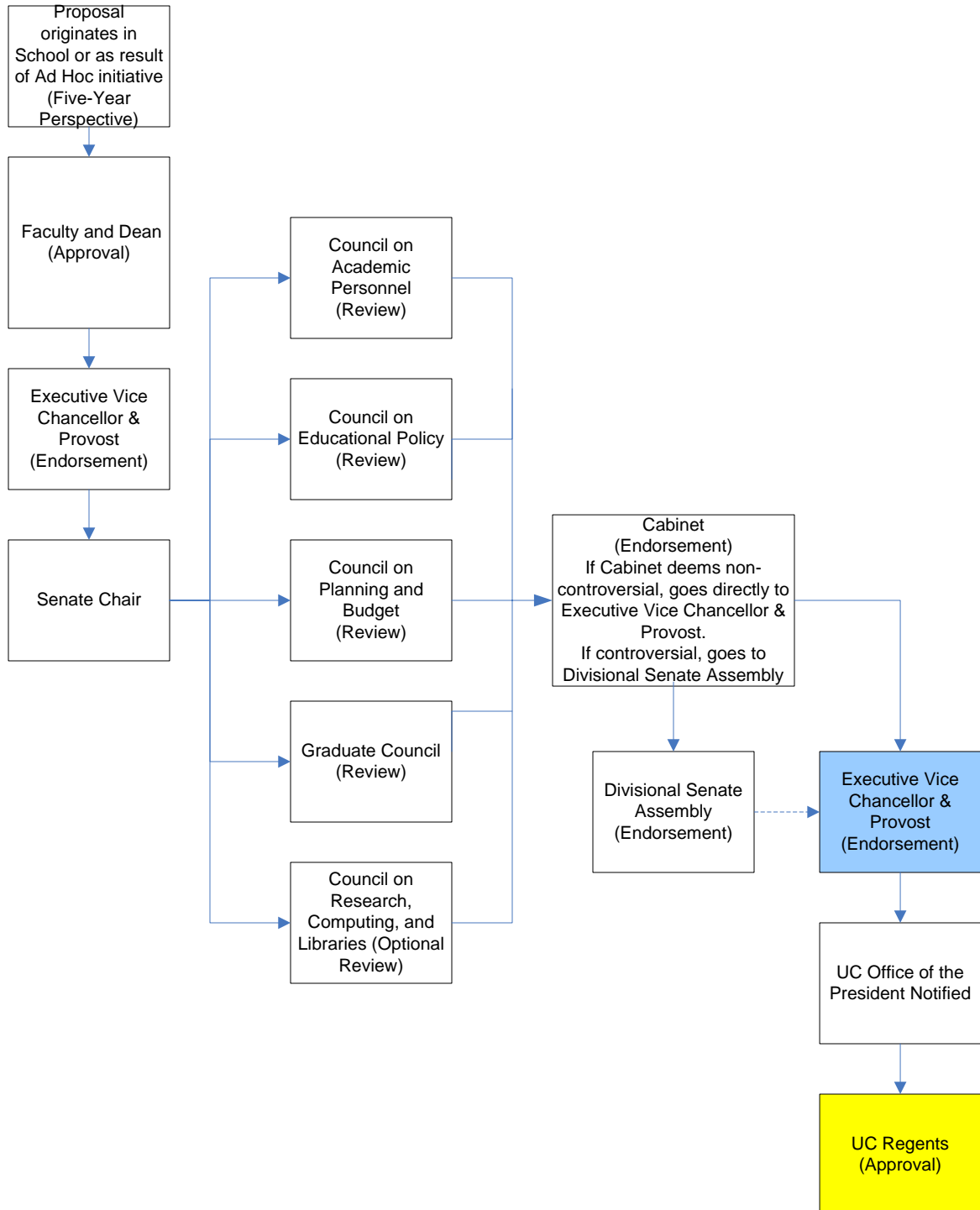
NEW SCHOOL OR COLLEGE



NEW SCHOOL OR COLLEGE

- The proposal for a new School originates within a faculty group or by the Executive Vice Chancellor & Provost's office .
- Intention to create a new School should be included in the Five-Year Perspective.
- Documentation proposing new School or college is approved by the faculty (including any appropriate committees of the faculty). If the proposal does not originate within an existing unit, then the Executive Vice Chancellor & Provost may ask an ad hoc group of faculty and/or Deans to comment on the proposal at this point. During the preparation of the proposal consultations with the University Library concerning the resources necessary to support the new School should take place.
- The proposal is submitted to the Executive Vice Chancellor & Provost for resource and enrollment analysis.
- The Executive Vice Chancellor & Provost may decide to take no action on the proposal, or he/she may return it to the point of origin for revision. It is anticipated that in all but the most unusual circumstances the Academic Senate will wait until the Executive Vice Chancellor & Provost has endorsed the proposal before beginning its review process. The Executive Vice Chancellor & Provost forwards it to the Senate Chair.
- Senate Chair forwards proposal to CPB (lead council), CEP, Graduate council, CAP, CORCL.
- CEP, CAP, Graduate Council, CPB, and CORCL submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement. If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Divisional Assembly for endorsement with a report describing the results of the prior reviews.
- If the Divisional Assembly endorses the proposal, it is forwarded with the reviewers' comments to the Executive Vice Chancellor & Provost for endorsement.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Executive Vice Chancellor & Provost. At that point he/she may take no action, or may return the proposal to the point of origin for revision.
- If endorsed, sent to Executive Vice Chancellor & Provost.
- Sent to Systemwide for review and approval by the Regents.

TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF SCHOOL OR COLLEGE



TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF SCHOOL OR COLLEGE

- The proposal for transfer, consolidation or disestablishment of (TCD) a department may originate within a School or College, or as a result of an ad hoc initiative.
- Documentation proposing TCD is approved by the faculty (including any appropriate committees of the faculty) within the School or College, and by the Dean.
- The proposal is submitted to the Executive Vice Chancellor & Provost who may decide to take no action on the proposal, or he/she may return it to the point of origin for revision. It is anticipated that in all but the most unusual circumstances the Academic Senate will wait until the Executive Vice Chancellor & Provost has endorsed the proposal before beginning its review process. The Executive Vice Chancellor & Provost forwards it to the Senate Chair.
- Senate Chair forwards proposal to CEP, CAP, Graduate Council, CORCL, and CPB (lead council).
- CEP, CAP, Graduate Council, CPB, and CORCL submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement. If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Divisional Assembly for endorsement with a report describing the results of the prior reviews.
- If the Divisional Assembly endorses the proposal, it is forwarded with the reviewers' comments to the Executive Vice Chancellor & Provost for endorsement.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Executive Vice Chancellor & Provost. At that point he/she may take no action, or may return the proposal to the point of origin for revision.
- If approved, sent to Executive Vice Chancellor & Provost.
- Sent to Systemwide for review and approval by the Regents.