

# Process for the Review of Proposals for Academic Programs and Units

## Academic Senate, Irvine Division

- The following flowcharts and documents are **simplified representations** of the various review processes, in accordance with the Compendium and campus procedures.
- While not listed on these documents, the Senate may request revised proposals and may ask additional councils to participate in the proposal review process.
- 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.
- Prior to Senate review, proposals must be endorsed by the affected faculty.
- Prior to Senate review, new programs must be included in UCI's Five-Year Planning Perspective and may receive WSCUC approval. Please consult with the [Office of Academic Planning](#) prior to proposal submission.
- It is expected that all proposers of new academic programs and units will consult with the University Librarian when preparing their proposals.
- The Lead Council serves as the primary voice in and coordinator of the review.
- Systemwide processes are not shown but can be viewed at [https://www.ucop.edu/institutional-research-academic-planning/files/compendium\\_sept2014.pdf](https://www.ucop.edu/institutional-research-academic-planning/files/compendium_sept2014.pdf).

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## ACADEMIC PROGRAM APPROVAL SUMMARY

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

#### Degree

- New Undergraduate Degree Program
- New Joint Undergraduate Degree Program
- Undergraduate Degree Program Name Change
- Graduate Degree Program Name Change
- Transfer, Consolidation, or Discontinuance of Undergraduate Degree Program

#### Department

- New Department
- Department Name Change
- Transfer, Consolidation, or Disestablishment of Department

#### Research Unit

- New Organized Research Unit (ORU)
- Organized Research Unit (ORU) Name Change
- Multicampus Research Unit (MRU) Name Change
- Transfer, Consolidation, or Disestablishment of Organized Research Unit (ORU)

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

#### Degree

- New Undergraduate Degree Designation/Title
- New Graduate Degree Program
- New Joint Graduate Degree Program
- New Graduate Degree Designation/Title
- Unique Undergraduate Degree Title Discontinuance
- Unique Graduate Degree Title Discontinuance
- Transfer, Consolidation, or Discontinuance of Graduate Degree Program

#### Research Unit

- New Multicampus Research Unit (MRU)
- Transfer, Consolidation, or Disestablishment of Multicampus Research Unit (MRU)

#### School/College

- School/College Name Change
- Transfer, Consolidation, or Disestablishment of School/College

#### Endowed Chair

- New Endowed Chair

### Approval **NEEDED** from The Regents

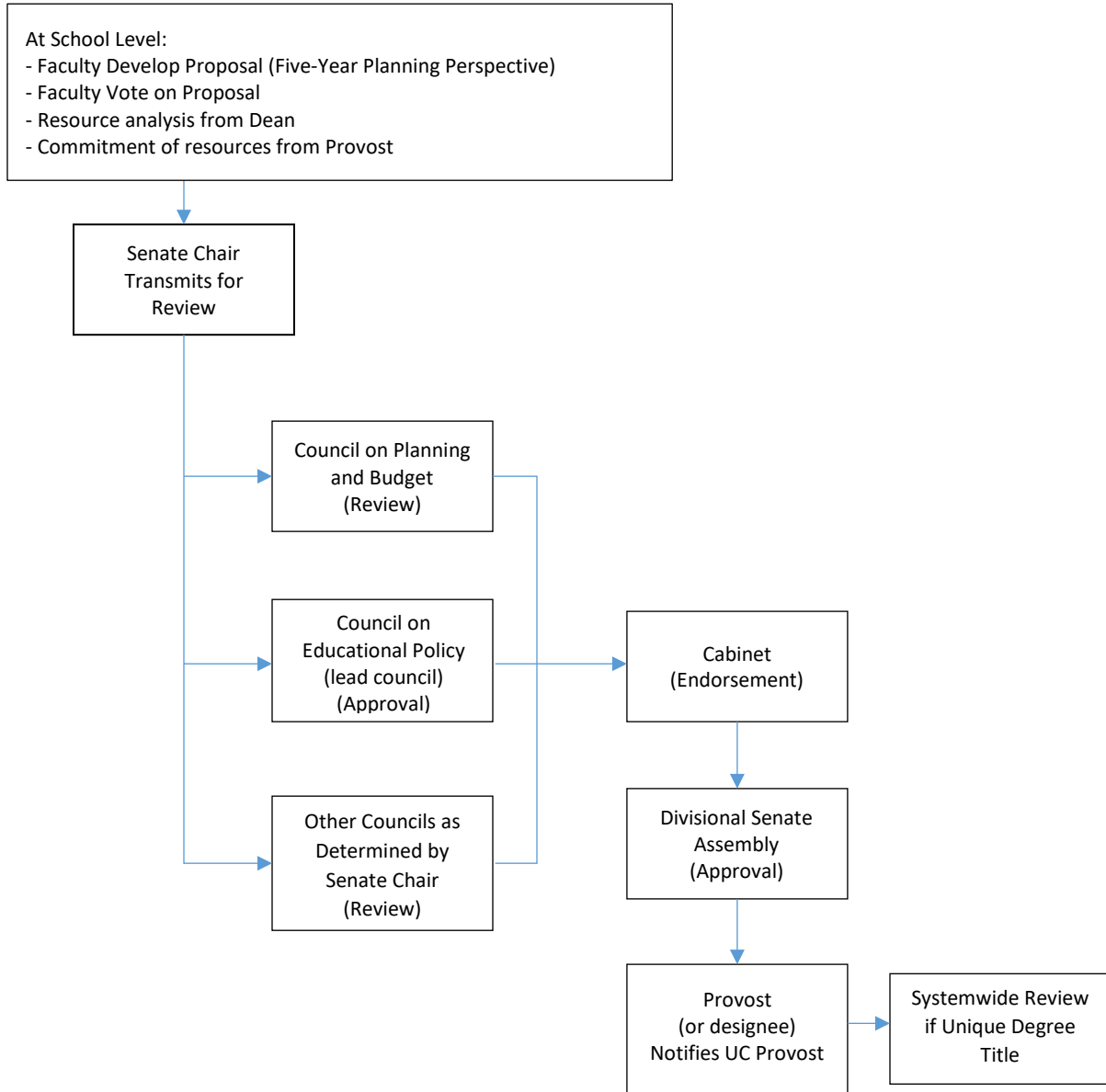
#### School/College

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

Ordinarily, a proposed TCDD is initiated in one of three ways: 1) it is included in a Five-Year Planning Perspective; 2) it results from a formal Senate review; or 3) it is initiated by the local campus administration. Please refer to the "Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units"

link: [https://www.ucop.edu/institutional-research-academic-planning/\\_files/compendium\\_sept2014.pdf](https://www.ucop.edu/institutional-research-academic-planning/_files/compendium_sept2014.pdf)

## NEW UNDERGRADUATE DEGREE PROGRAM



## NEW UNDERGRADUATE DEGREE PROGRAM

### At School Level (sequence determined by school):

- Proposal initiated by faculty group.
- Intention to create a new undergraduate degree program is identified in the Five-Year Planning Perspective.
- Proposal is approved by faculty group. Faculty should be identified and record of vote included in proposal.
- Proposal is sent to Dean for resource analysis.
- Proposal is sent to Provost for commitment of resources.
- Proposal is forwarded to the Academic Senate for review.

### At Senate Level:

- Proposal is reviewed by CEP in consultation with CPB and relevant Councils as determined by Senate Chair. If it is a hybrid undergraduate/graduate program, it is also sent to Graduate Council for review.
- CPB, GC (optional), and relevant Councils forward reviews to CEP and Senate Chair. Final review by CEP will be considered after receipt of CPB response.
- If approved by CEP, the proposal is forwarded to the Cabinet for endorsement.
- Senate Chair forwards proposal to Assembly for approval.
- Senate Chair sends approved proposal to Dean(s) and proposer(s) with copy to Academic Planning and administrative units.
- Provost (Academic Planning) notifies UC Provost with copy to Academic Senate.
- Proposal is sent by Divisional Senate to systemwide Senate for review and approval if the degree is:
  1. Establishment of a hybrid undergraduate/graduate degree program;
  2. Creation of an undergraduate degree title unique to the campus (e.g., the first-ever BFA program on the campus)

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)

With electronic copy to:

- Provost: Enrique Lavernia
- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Assistant Vice Chancellor, Enrollment Management: Patricia Morales
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas
- Divisional Academic Senate: Chair Elect, Executive Director, CEP Chair, CEP Analyst, CPB Chair, CPB Analyst, Assembly Analyst

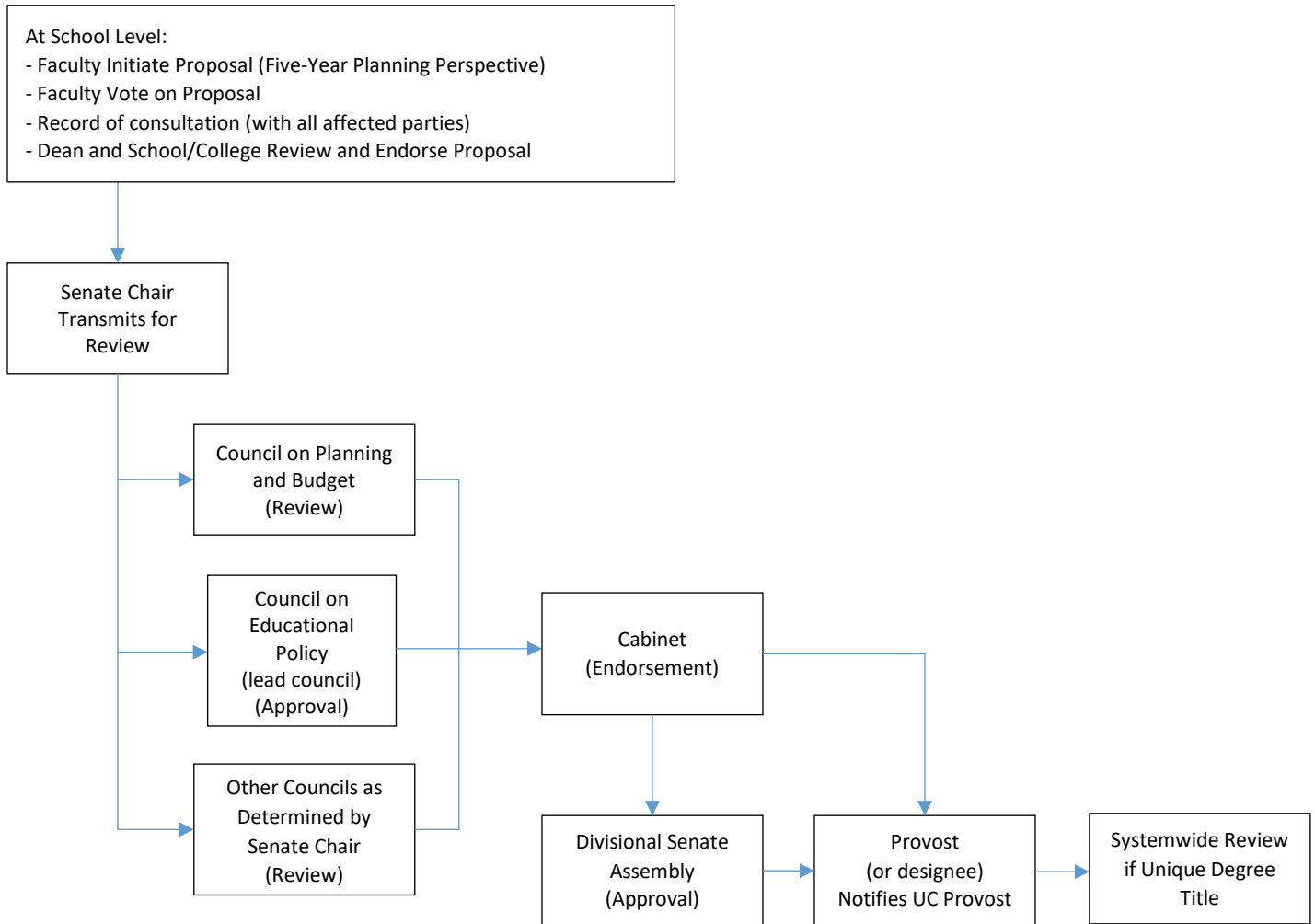
Final proposal is electronically sent by Provost (Academic Planning) to:

- UC Provost: provost@ucop.edu

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director

## TRANSFER, CONSOLIDATION, OR DISCONTINUANCE OF UNDERGRADUATE DEGREE PROGRAM



## **TRANSFER, CONSOLIDATION, OR DISCONTINUANCE OF UNDERGRADUATE DEGREE PROGRAM**

### **At School Level** (sequence determined by school):

- Proposal initiated by faculty group.
- Intention to transfer, consolidate or disestablish an undergraduate degree program is included in the Five-Year Planning Perspective.
- Dean and School/College review and endorse proposal.
- Faculty group reviews and votes on proposal. Faculty should be identified and record of vote included in proposal.
- Proposal is sent to Provost.
- Proposal is forwarded to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CEP in consultation with CPB and relevant Councils as determined by Senate Chair.
- CPB and relevant Councils forward reviews to CEP and Senate Chair. Final review by CEP will be considered after receipt of CPB response.
- If approved by CEP, proposal is forwarded to Cabinet for endorsement.
- If it is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- Senate Chair sends approved proposal to Dean(s) and proposer(s) with copy to Academic Planning and administrative units.
- Provost (Academic Planning) notifies UC Provost with copy to Divisional Academic Senate.
- The proposal is sent to systemwide for review and approval if the degree is:
  1. Discontinuance of an undergraduate degree program that is the last of its kind in the UC system;
  2. Discontinuance of an undergraduate degree title that is the last of its kind on a campus;
  3. If Divisional Senate is not appropriately involved in campus review.

### Definitions:

- Transfer: Moving a program or unit into another one that subsumes it
- Consolidation: Combining two or more programs or units to form a new unified program or unit
- Discontinuance: Eliminating an academic program

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)

With electronic copy to:

- Provost: Enrique Lavernia
- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Assistant Vice Chancellor, Enrollment Management: Patricia Morales
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas
- Divisional Academic Senate: Chair Elect, Executive Director, CEP Chair, CEP Analyst, CPB Chair, CPB Analyst, Assembly Analyst

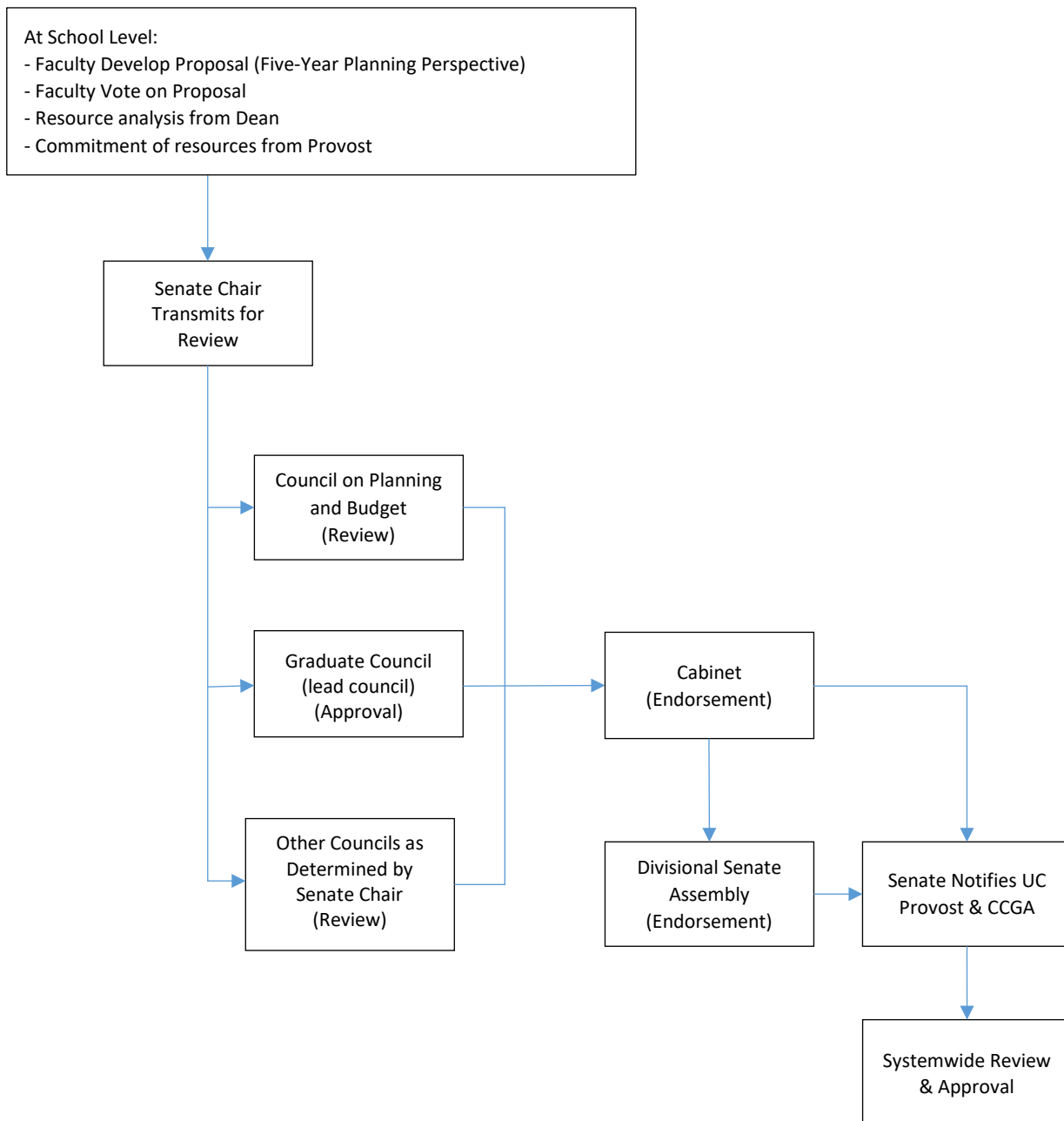
Final proposal is electronically sent by Academic Planning to:

- UC Provost: provost@ucop.edu

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director

## NEW GRADUATE DEGREE PROGRAM





## NEW GRADUATE DEGREE PROGRAM

### At School Level (sequence determined by school):

- Proposal initiated by faculty group.
- Intention to create a new graduate degree program is included in the Five-Year Planning Perspective.
- Proposal is approved by faculty group. Faculty should be identified and record of vote included in proposal.
- Proposal is sent to Dean for letter on resource analysis
- Proposal is sent to Provost for letter on commitment of resources.
- Proposal is forwarded to the Academic Senate for review.

### At Senate Level:

- Proposal is reviewed by GC in consultation with CPB and relevant Councils as determined by Senate Chair.
- CPB and relevant Councils forward reviews to GC and Senate Chair. Final review by GC will be considered after receipt of CPB response.
- If approved by GC, the proposal is forwarded to the Cabinet for endorsement.
- If the degree program is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- If the degree program is deemed controversial by the Cabinet or if it uses new degree title, proposal is sent to Assembly for endorsement.
- GC sends approved proposal to CCGA and UC Provost for simultaneous review at systemwide level. A copy of the notification is sent to the proposers, Academic Planning, Graduate Division, and Planning and Budget Office.

### Notes:

- Graduate degree programs include Self-Supporting Professional Graduate Degree Programs (SSGPDP). Please see systemwide SSGPDP policy at <http://senate.uci.edu/files/2014/06/SSDPDP-Policy.pdf>. These guidelines require additional review and budgetary information as required by the Systemwide Coordinating Committee on Graduate Affairs.
- The guidelines for Joint UC/CSU Doctoral Degree Programs are described in Appendix U: Criteria for Reviewing Proposed Joint UC/CSU Doctoral Programs of the CCGA handbook: <http://senate.universityofcalifornia.edu/files/committees/ccga/ccga-handbook-august-2016.pdf>. The Provost will need to secure approval from the UC Provost to negotiate with another campus to develop a joint doctoral degree program.
- Undergraduate/Graduate Hybrid Degree Programs (4+1s) are a type of graduate program as noted in the CCGA Handbook. These program proposals are reviewed by GC, CPB, CEP, and other relevant councils as determined by the Senate Chair.

### Communication Process:

Final proposal is electronically sent by GC Analyst to:

- UC Provost: [provost@ucop.edu](mailto:provost@ucop.edu)
- CCGA Chair: Onyebuchi Arah (2018-19)

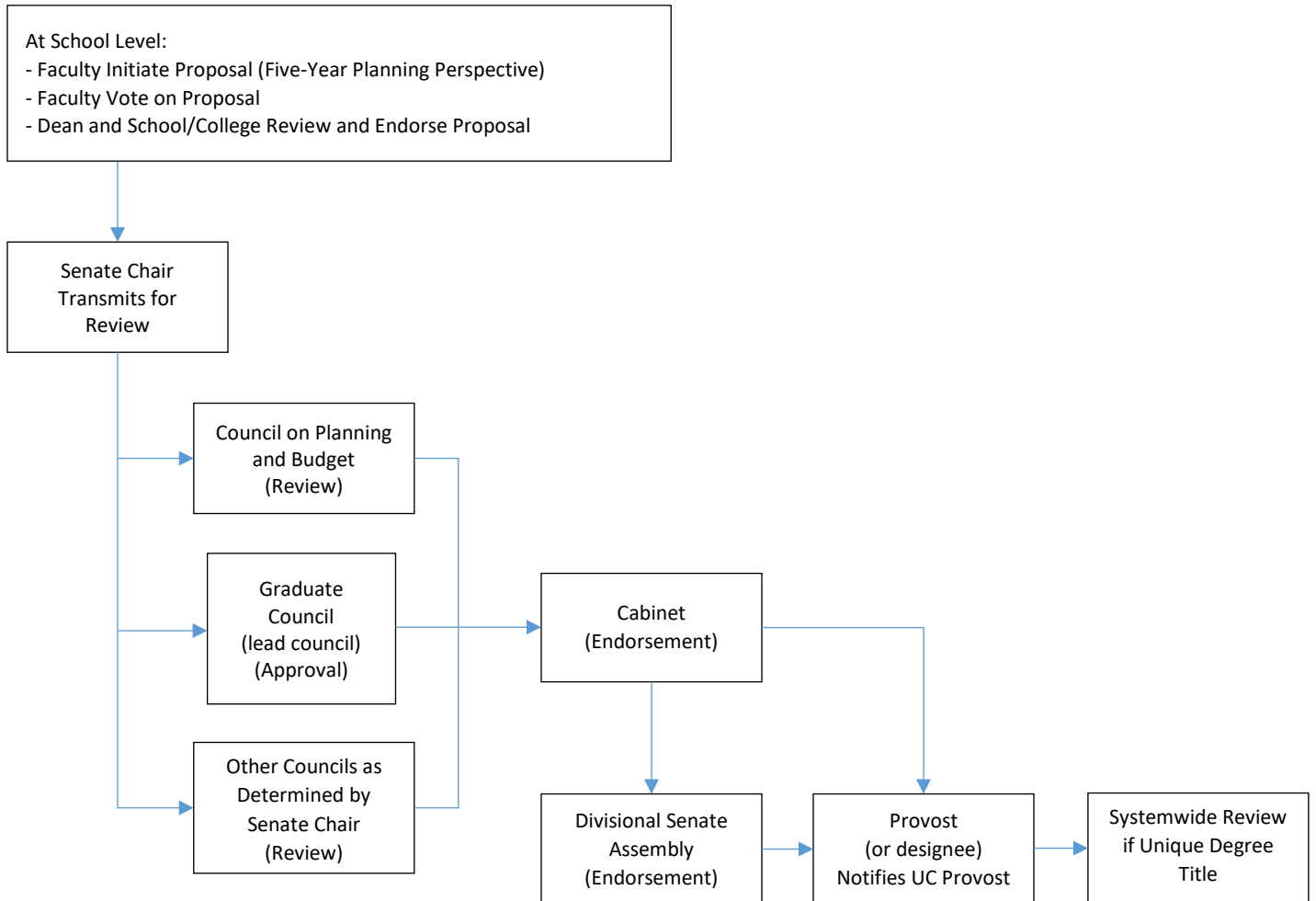
With electronic copy to:

- Systemwide Academic Senate: Hilary Baxter, Executive Director
- CCGA Analyst: Fredye Harms
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director

Email is forwarded to:

- Proposer(s)
- Divisional Academic Senate: CPB Chair, CPB Analyst
- Academic Planning: Tracy Molidor, Associate Vice Provost
- Graduate Division: Kate Brigman, Assistant Director of Academic Affairs
- Planning and Budget Office: Karen Mizumoto, Student Fee Program Coordinator

## TRANSFER, CONSOLIDATION, OR DISCONTINUANCE OF GRADUATE DEGREE PROGRAM



## **TRANSFER, CONSOLIDATION, OR DISCONTINUANCE OF GRADUATE DEGREE PROGRAM**

### **At School Level** (sequence determined by school):

- Proposal initiated by faculty group or Ad Hoc Initiative.
- Intention to transfer, consolidate, or disestablish an undergraduate degree program should be included in the Five-Year Planning Perspective.
- Dean and School/College review and endorse proposal.
- Faculty group reviews and votes on proposal. Faculty should be identified and record of vote included in proposal.
- Proposal is sent to Provost.
- Proposal is forwarded to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by GC in consultation with CPB and relevant Councils as determined by Senate Chair.
- CPB and relevant Councils forward reviews to GC and Senate Chair. Final review by GC will be considered after receipt of CPB response.
- If approved by GC, proposal is forwarded to Cabinet for endorsement.
- If it is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- Senate Chair sends approved proposal to Dean(s) and proposer(s) with copy to Academic Planning and administrative units.
- Provost (Academic Planning) notifies UC Provost, CCGA Chair, and Academic Council Chair with copy to Divisional Academic Senate.
- The proposal is sent to systemwide for review and approval if the degree is:
  1. Discontinuance of a graduate degree title that is the only one of its kind on the campus;
  2. If Divisional Senate is not appropriately involved in campus review;
  3. If any systemwide implications are not satisfactorily addressed.

### Definitions:

- Transfer: Moving a program or unit into another one that subsumes it
- Consolidation: Combining two or more programs or units to form a new unified program or unit
- Discontinuance: Eliminating an academic program

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)

With electronic copy to:

- Provost: Enrique Lavernia
- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Divisional Academic Senate: Chair Elect, Executive Director, CEP Chair, CEP Analyst, CPB Chair, CPB Analyst, Assembly Analyst

Final proposal is electronically sent by Academic Planning to:

- UC Provost: provost@uci.edu
- CCGA Chair: Onyebuchi Arah (2018-19)
- Academic Council Chair: Robert May (2018-19)

With electronic copy to:

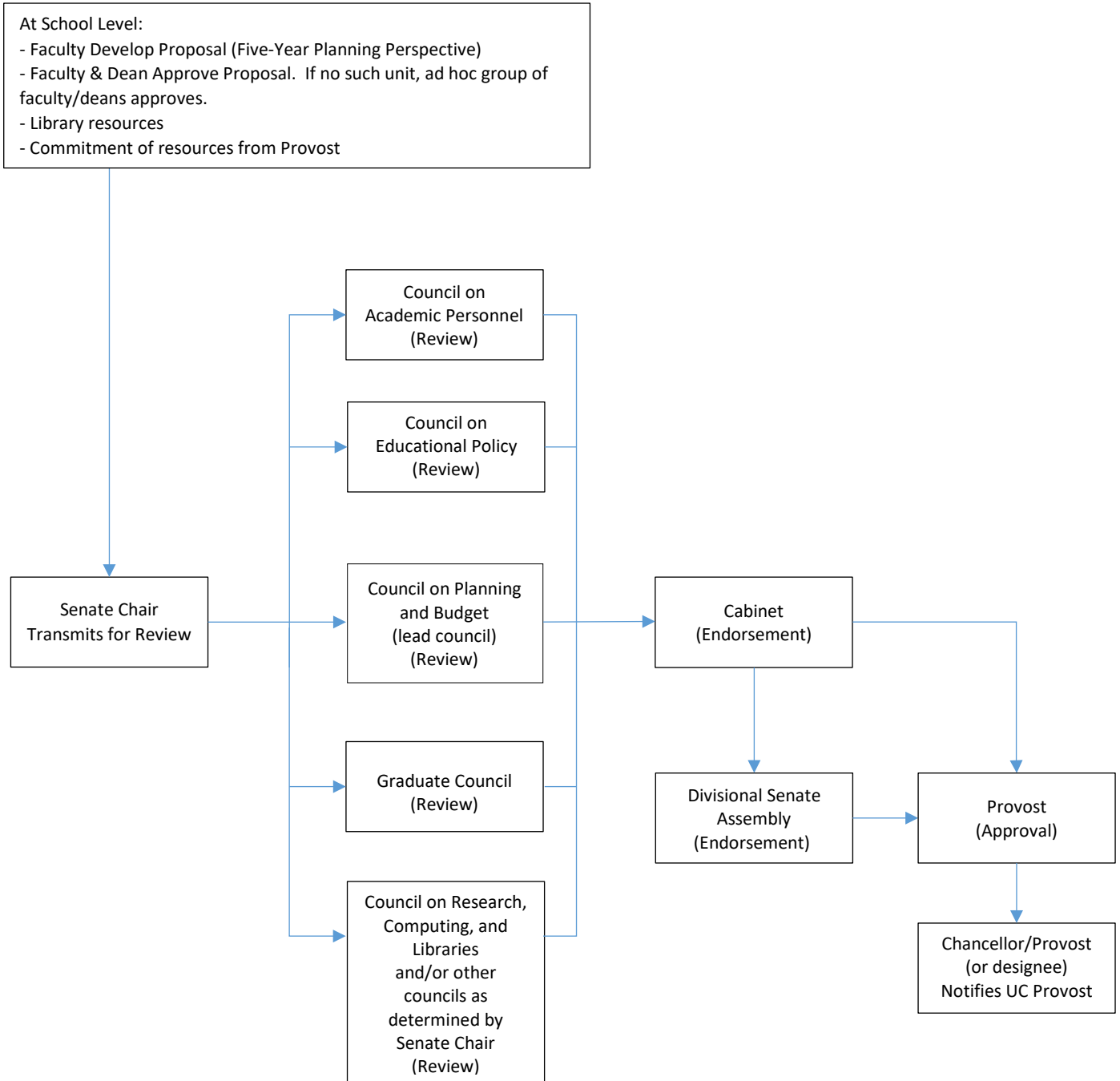
- Systemwide Academic Senate: Hilary Baxter, Executive Director
- CCGA Analyst: Fredye Harms
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant

- Divisional Academic Senate: Chair, Chair Elect, Executive Director

After approval at systemwide level, Divisional Senate Executive Director electronically sends approval to:

- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Assistant Vice Chancellor, Enrollment Management: Patricia Morales
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas

## NEW DEPARTMENT



## NEW DEPARTMENT

### **At School Level** (sequence determined by school):

- 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 is included in the Five-Year Planning Perspective.
- Proposal is approved by faculty group (including any appropriate committees of the faculty) within the School or College, and by the Dean. If proposal does not originate within an existing unit, then the Provost may ask an ad hoc group of faculty and/or Deans to comment on the proposal at this point. During preparation of the proposal, consultation with the UCI Libraries concerning the resources necessary to support the new department should take place.
- The proposal is submitted to Provost for letter on commitment of resources.
- The Provost may decide to take no action on the proposal, or the Provost 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 Provost has endorsed the proposal before beginning its review process. The Provost forwards proposal to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CPB (lead council) in parallel with CAP, CEP, Graduate Council, CORCL, and relevant Councils as determined by Senate Chair.
- CAP, CEP, Graduate Council, CORCL, and other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is reviewed by the Cabinet for endorsement.
- If proposal is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- Proposal is forwarded to Provost for final approval and implementation.
- Campus has final decision. Upon campus approval, Chancellor/Provost (Academic Planning) notifies UC Provost about establishment of new department within a month of the action.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)
- Provost: Enrique Lavernia

With electronic copy to:

- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Provost, Graduate Education and Dean, Graduate Division: Frances Leslie
- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Assistant Vice Chancellor, Enrollment Management: Patricia Morales
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas
- Divisional Academic Senate: Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

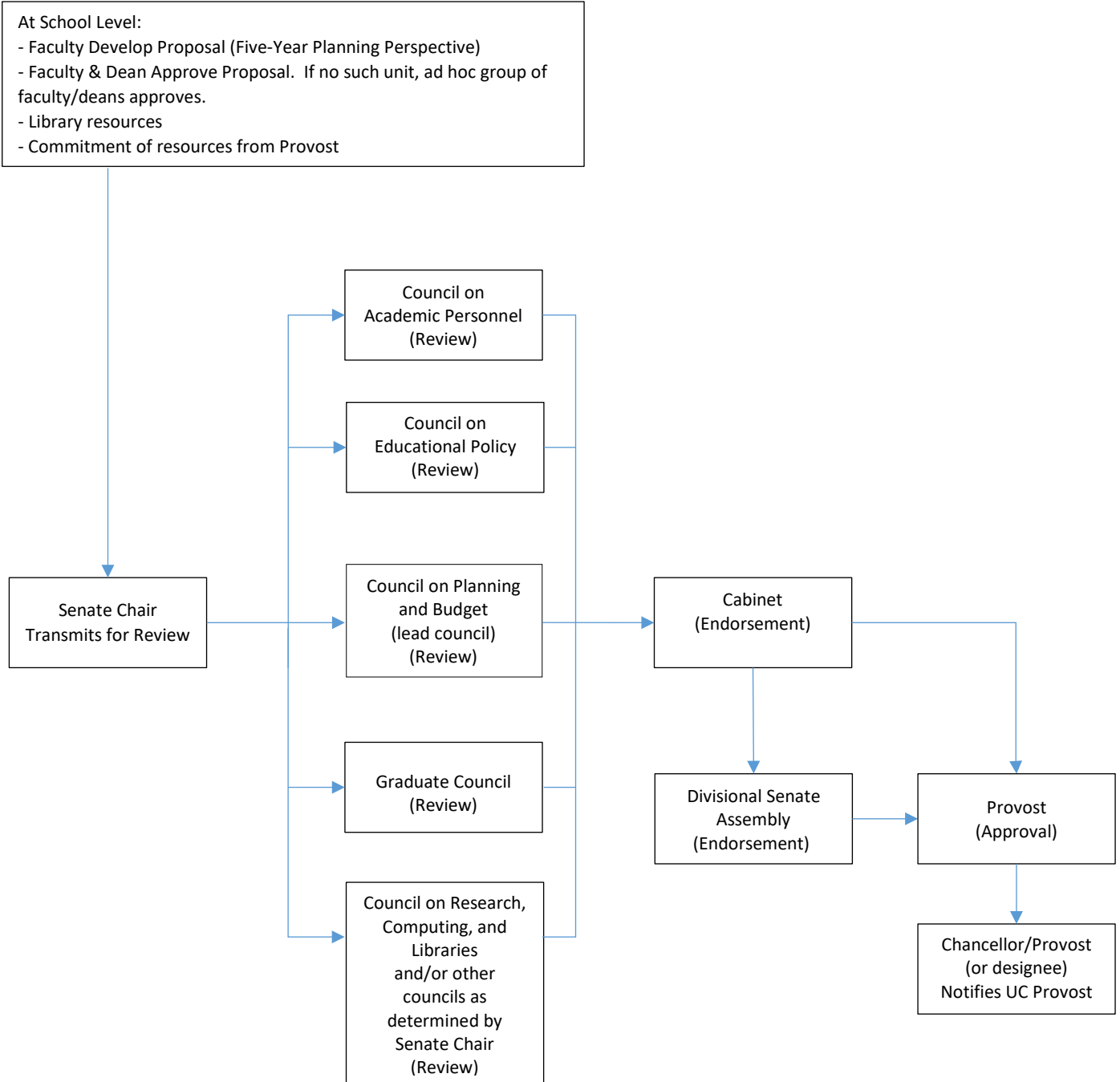
Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

- UC Provost: provost@ucop.edu

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

## TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF DEPARTMENT



## TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF DEPARTMENT

### **At School Level** (sequence determined by school):

- Proposal for transfer, consolidation, or disestablishment of a department may originate within a School or College, or as a result of an ad hoc initiative.
- Proposal is approved by faculty (including any appropriate committees of the faculty) within the School or College, and by the Dean.
- Proposal is submitted to Provost.
- The Provost may decide to take no action on the proposal, or the Provost 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 Provost has endorsed the proposal before beginning its review process. The Provost forwards proposal to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CPB (lead council) in parallel with CAP, CEP, Graduate Council, CORCL, and relevant Councils as determined by Senate Chair.
- CAP, CEP, Graduate Council, CORCL, and other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is forwarded to the Cabinet for endorsement.
- If proposal is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly. Proposal is forwarded to Provost for final approval and implementation.
- Proposal is then forwarded to Provost for final approval and implementation.
- Campus has final decision. Upon campus approval, Chancellor/Provost (Academic Planning) notifies UC Provost about transfer, consolidation, or disestablishment of the department within a month of the action.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)
- Provost: Enrique Lavernia

With electronic copy to:

- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Provost, Graduate Education and Dean, Graduate Division: Frances Leslie
- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Assistant Vice Chancellor, Enrollment Services: Patricia Morales
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas
- Divisional Academic Senate: Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

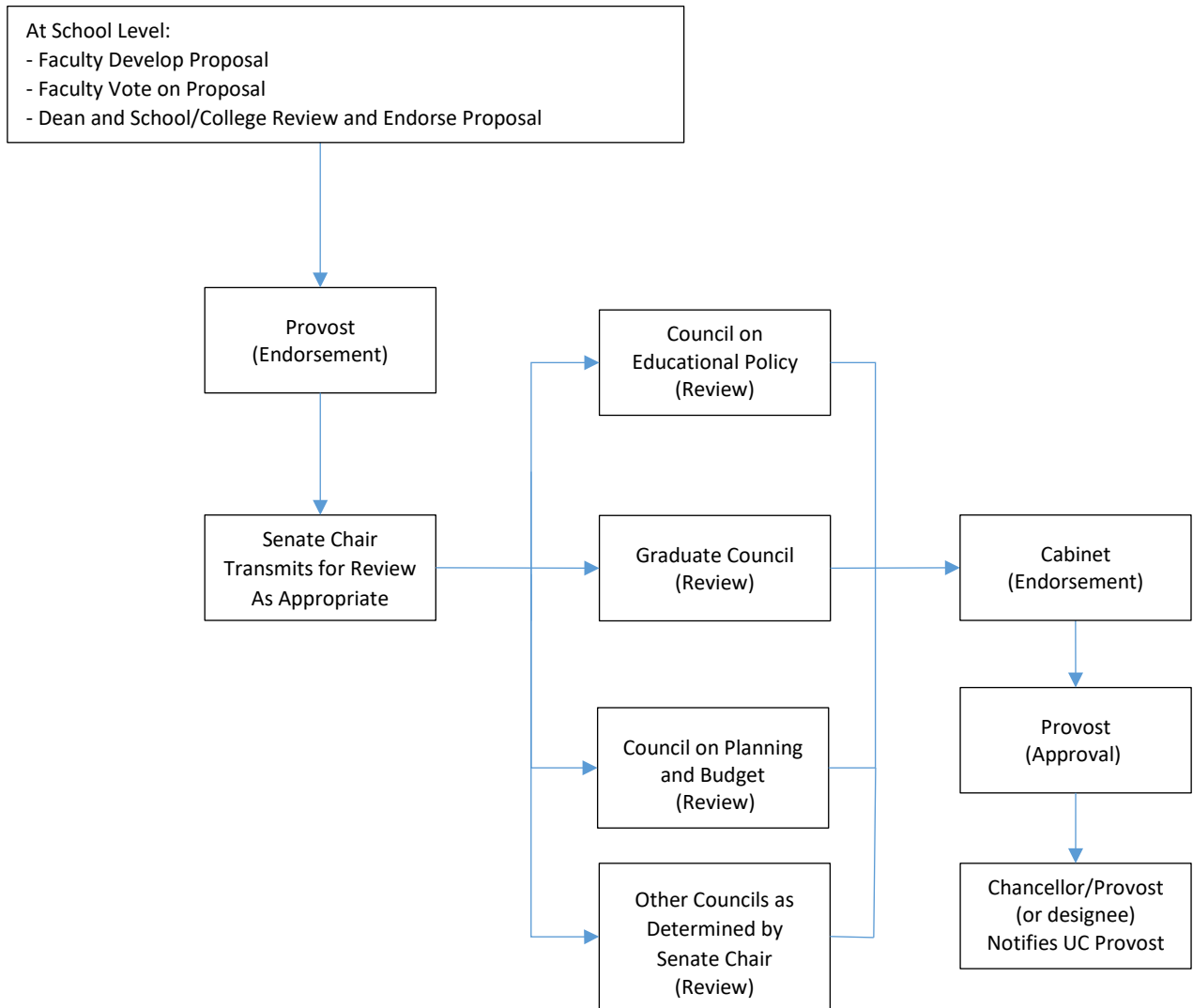
- UC Provost: provost@ucop.edu

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst



## DEPARTMENT NAME CHANGE



## DEPARTMENT NAME CHANGE

### **At School Level** (sequence determined by school):

- Proposal is 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 and School/College for review and endorsement.
- Proposal is sent to Provost for endorsement.
- Provost forwards proposal to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CEP, Graduate Council, and CPB as appropriate.
- After the Councils' review, proposal is forwarded to the Cabinet for endorsement.
- Proposal is forwarded to Provost for final approval and implementation.
- Campus has final decision. Upon campus approval, Chancellor/Provost (Academic Planning) notifies UC Provost of the department name change within a month of the action.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)
- Provost: Enrique Lavernia

With electronic copy to:

- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Provost, Graduate Education and Dean, Graduate Division: Frances Leslie
- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Assistant Vice Chancellor, Enrollment Management: Patricia Morales
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas
- Divisional Academic Senate: Chair Elect, Executive Director, Assembly Analyst

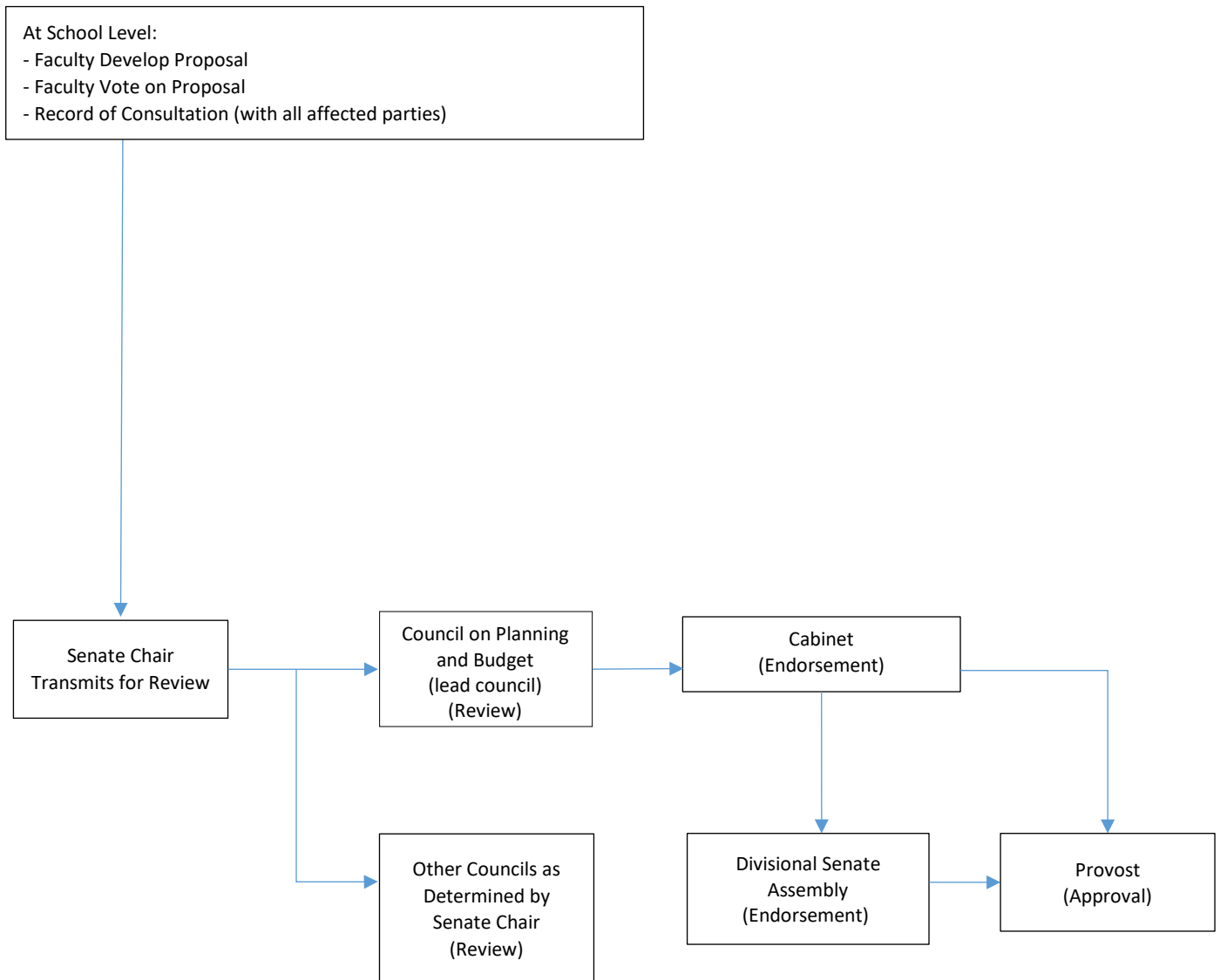
Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

- UC Provost: provost@ucop.edu

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director

## RELOCATION OF AN ACADEMIC PROGRAM, DEGREE, OR DEPARTMENT



## RELOCATION OF AN ACADEMIC PROGRAM, DEGREE, OR DEPARTMENT

### **At School Level** (sequence determined by school):

- Proposal cites the reasons for the change of location with an endorsement vote from the affiliated faculty.
- A record of consultation with all parties affected by the change of location, and a discussion of the resources associated with the relocation is included in the proposal.
- Dean and School/College review and endorse proposal.
- Proposal is sent to Provost.
- Proposal is forwarded to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CPB (lead council) in parallel with relevant councils as determined by the Senate Chair (i.e. CAP, CEP, Graduate Council, and/or CORCL).
- Other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is forwarded to the Cabinet for endorsement.
- If proposal is not deemed controversial or does not propose to move the department's location to another school/college, the Cabinet can act in lieu of the Divisional Senate Assembly.
- Proposal is forwarded to Provost for final approval and implementation.
- Final approval rests with the campus. Upon campus approval, Chancellor/Provost (Academic Planning) notifies proposers and Academic Senate with copy to FEC, Institutional Research, and the Office of Budget and Planning.

### Communication Process:

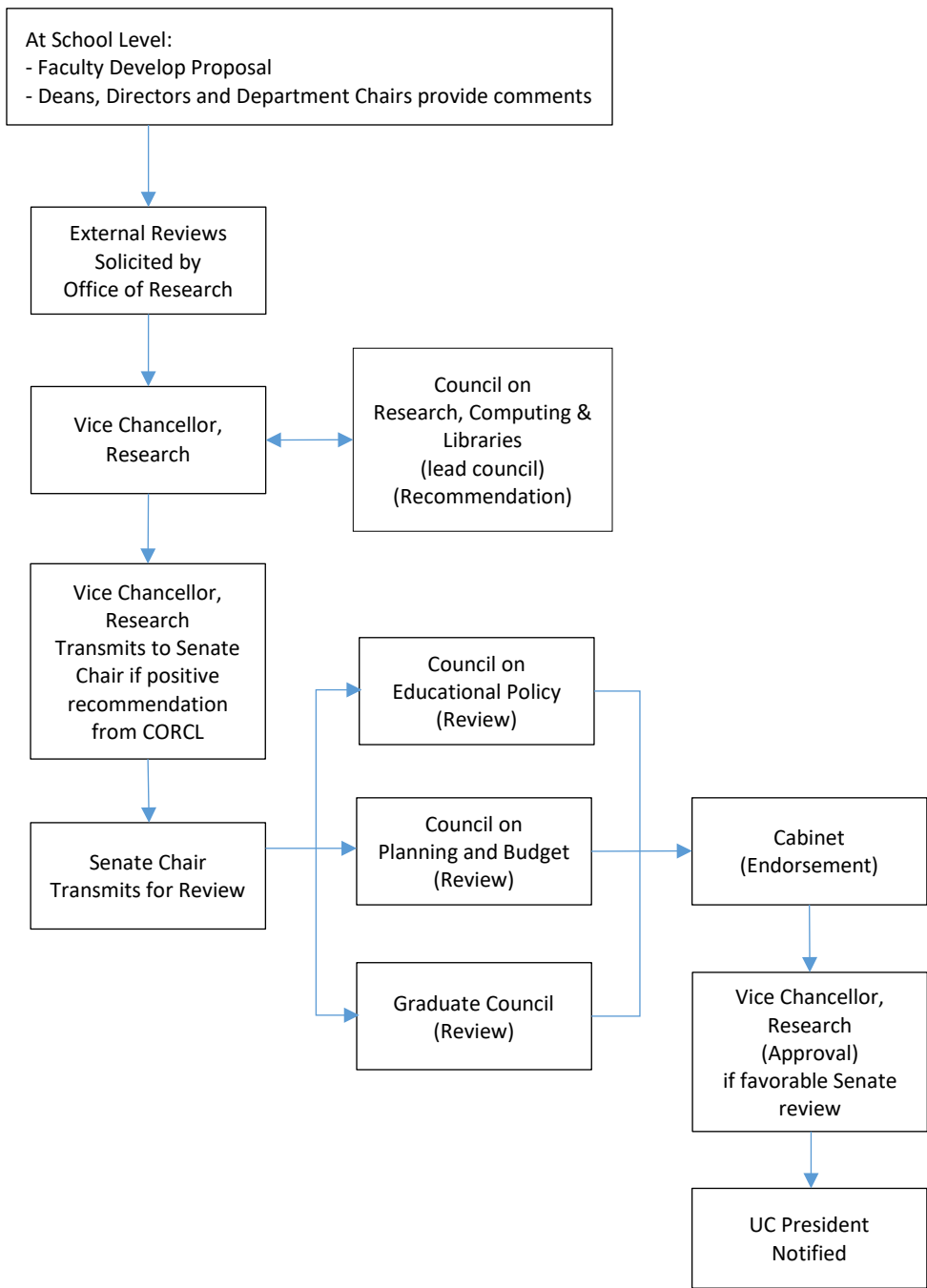
Final proposal is electronically sent Provost/EVC (Academic Planning) to:

- School Dean(s)
- Proposer(s)
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

With electronic copy to:

- Faculty Executive Committee Chair(s)
- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- Associate VC Planning & Budget, Campus Planning & Budget Officer, Budget Office: Martha Graciano

## NEW ORGANIZED RESEARCH UNIT (ORU)



## NEW ORGANIZED RESEARCH UNIT (ORU)

### **At School Level** (sequence determined by Office of Research):

- Faculty consult with Office of Research prior to application process.
- Faculty submit white paper for review by Office of Research.
- Full proposals are solicited by invitation only after a positive white paper review.
- Appropriate Deans, Directors, and Department Chairs are asked to comment on proposals.
- External reviewers are solicited by Office of Research.
- Vice Chancellor, Research submits complete proposal to CORCL for review.

### **At Senate Level:**

- CORCL reviews proposal and make recommendation on the establishment of ORU to Vice Chancellor, Research.
- If positive CORCL recommendation, proposal will be conveyed to Senate Chair and Vice Chancellor, Research. If negative CORCL recommendation, proposal is returned to Vice Chancellor, Research.
- Proposal is reviewed by relevant Councils, as determined by Senate Chair, which historically have been CEP, CPB, and Graduate Council.
- Proposal is forwarded to Cabinet for endorsement.
- If favorable Senate review, Vice Chancellor, Research determines establishment of new ORU.
- If approved for establishment, Vice Chancellor, Research informs Office of President of new ORU.
- Campus has final decision. Upon campus approval by Divisional Academic Senate and Administration, a proposed action involving an ORU is implemented.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- Vice Chancellor, Research: Pramod Khargonekar

With electronic copy to:

- Divisional Academic Senate: Chair Elect, CORCL Chair, CORCL Analyst

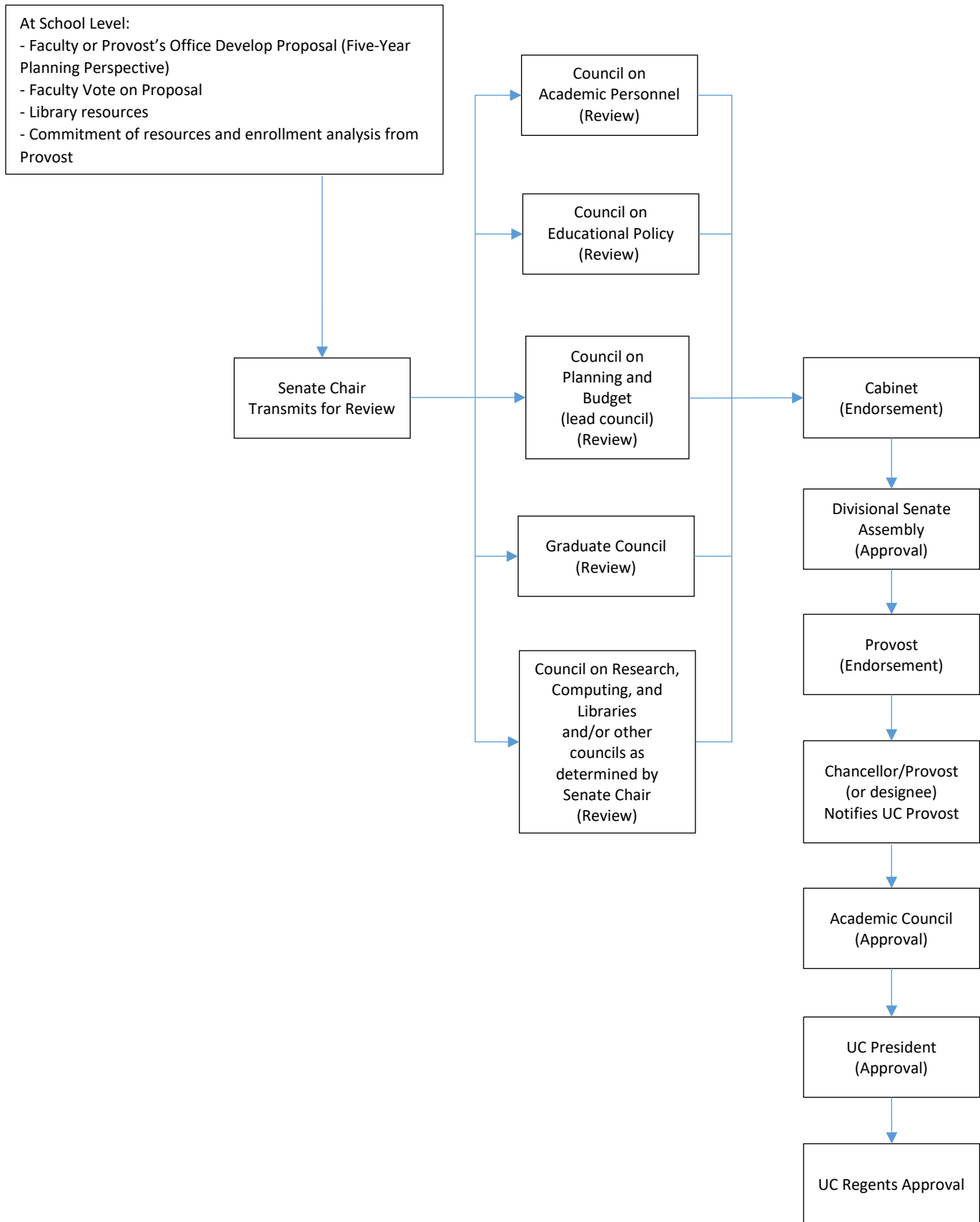
Final proposal is electronically sent by Vice Chancellor, Research to Office of President:

- President: president@ucop.edu

With electronic copy to:

- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CORCL Chair, CORCL Analyst

## NEW SCHOOL OR COLLEGE



## NEW SCHOOL OR COLLEGE

The establishment of a new school or college is a **two-step process** and takes at least two years to complete. At least one year before submitting a full proposal, proponents of the new school or college must submit a pre-proposal first to the Divisional Senate, and, if approved, subsequently to the systemwide Senate and to system-level Administration. After campus proponents receive comments from both the systemwide Senate and system-level Administration, the campus may prepare a full proposal. A pre-proposal is required in all cases except when a substantial philanthropic gift is offered. (see Compendium for more details about submission and review process)

### **At School Level** (sequence determined by school):

- Proposal for a new School originates within a faculty group or by the Provost's Office.
- Intention to create a new School is included in the Five-Year Planning Perspective.
- Proposal is approved by the faculty (including any appropriate committees of the faculty). If proposal does not originate within an existing unit, then the Provost may ask an ad hoc group of faculty and/or Deans to comment on the proposal at this point. During preparation of the proposal, consultations with UCI Libraries concerning the resources necessary to support the new School should take place.
- The proposal is submitted to Provost for resource and enrollment analysis.
- The Provost may decide to take no action on the proposal, or the Provost 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 Provost has endorsed the proposal before beginning its review process. The Provost forwards proposal to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CPB (lead council) in parallel with CAP, CEP, Graduate Council, CORCL, and relevant Councils as determined by Senate Chair.
- CAP, CEP, Graduate Council, CORCL, and other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is forwarded to the Cabinet for endorsement.
- If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Divisional Senate Assembly for approval with a report describing the results of the prior reviews.
- If the Divisional Assembly approves the proposal, it is forwarded with the reviewers' comments to the Provost for endorsement.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Provost. At that point the Provost may take no action or may return the proposal to the point of origin for revision.
- With the Provost's final endorsement, proposal is sent by Chancellor/Provost (Academic Planning) to UC Provost, Academic Council Chair, CCGA Chair, UCEP Chair, and UCPB Chair for systemwide review and approval by the Academic Council.
- If approved by Academic Council, President recommends approval to the Regents.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)
- Provost: Enrique Lavernia

With electronic copy to:

- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Vice Provost, Graduate Education and Dean, Graduate Division: Frances Leslie
- Vice Provost, Teaching & Learning and Dean, DUE: Michael Dennin
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration: Ronald Cortez
- Assistant Vice Chancellor for Enrollment Services: Edgar Dormitorio



- Assistant Vice Chancellor, Institutional Research and Decision Support: Ryan Cherland
- University Registrar: Elizabeth Bennett
- University Editor: Aliya Thomas
- Divisional Academic Senate: Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

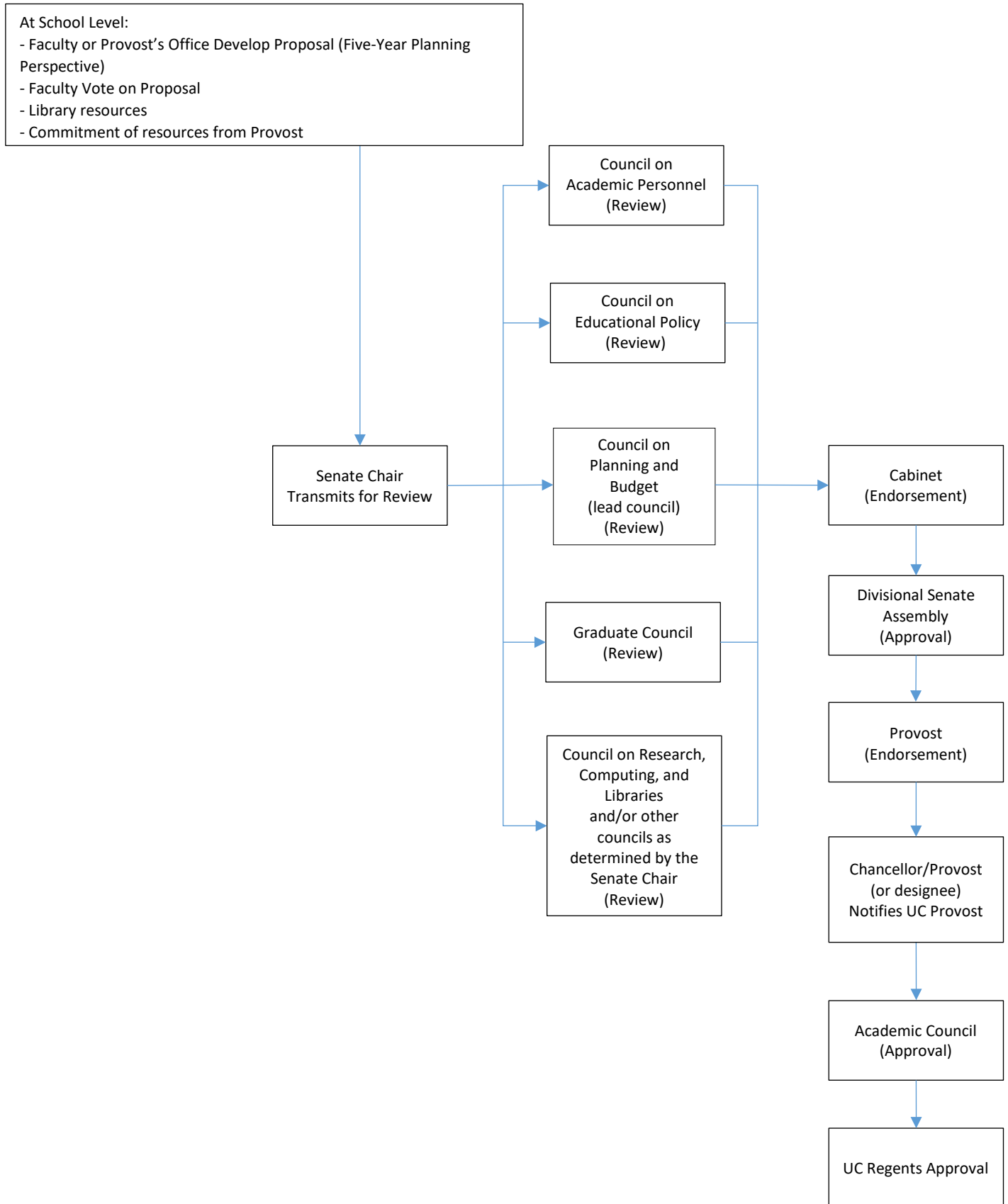
Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

- UC Provost: [provost@ucop.edu](mailto:provost@ucop.edu)
- Academic Council Chair: Robert May (2018-19)
- CCGA Chair: Onyebuchi Arah (2018-19)
- UCEP Chair: Anne Zanzucchi (2018-19)
- UCPB Chair: James Steintrager (2018-19)

With electronic copy to:

- Systemwide Academic Senate: Hilary Baxter, Executive Director
- CCGA Analyst: Fredye Harms
- UCEP Analyst: Brenda Abrams
- UCPB Analyst: Michael LaBriola
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

## TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF SCHOOL OR COLLEGE



## TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF SCHOOL OR COLLEGE

### At School Level (sequence to be determined by school):

- 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.
- Intention of TCD action is included in the Five-Year Planning Perspective.
- Proposal is approved by the faculty (including any appropriate committees of the faculty) within the School or College, and by the Dean. During preparation of the proposal, consultation with UC Libraries concerning the resources necessary to support the proposal should take place.
- Proposal is submitted to Provost for letter on commitment of resources.
- The Provost may decide to take no action on the proposal or the Provost 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 Provost has endorsed the proposal before beginning its review process. The Provost forwards proposal to the Academic Senate for review.

### At Senate Level:

- Proposal is reviewed by CPB (lead council) in parallel with CAP, CEP, Graduate Council, CORCL, and relevant Councils as determined by Senate Chair.
- CAP, CEP, Graduate Council, CORCL, and other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is forwarded to the Cabinet for endorsement.
- If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Divisional Senate Assembly for approval with a report describing the results of the prior reviews.
- If the Divisional Assembly approves the proposal, it is forwarded with the reviewers' comments to the Provost for endorsement.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Provost. At that point the Provost may take no action, or may return the proposal to the point of origin for revision.
- With the Provost's final endorsement, proposal is sent by Chancellor/Provost (Academic Planning) to UC Provost, Academic Council Chair, CCGA Chair, UCEP Chair, and UCPB Chair for systemwide review and approval by the Academic Council.
- If approved by Academic Council, President recommends approval to the Regents.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)
- Provost: Enrique Lavernia

With electronic copy to:

- Vice Provost, Academic Planning: Judith Stepan-Norris
- Associate Vice Provost, Academic Affairs: Tracy Molitor
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- Divisional Academic Senate: Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

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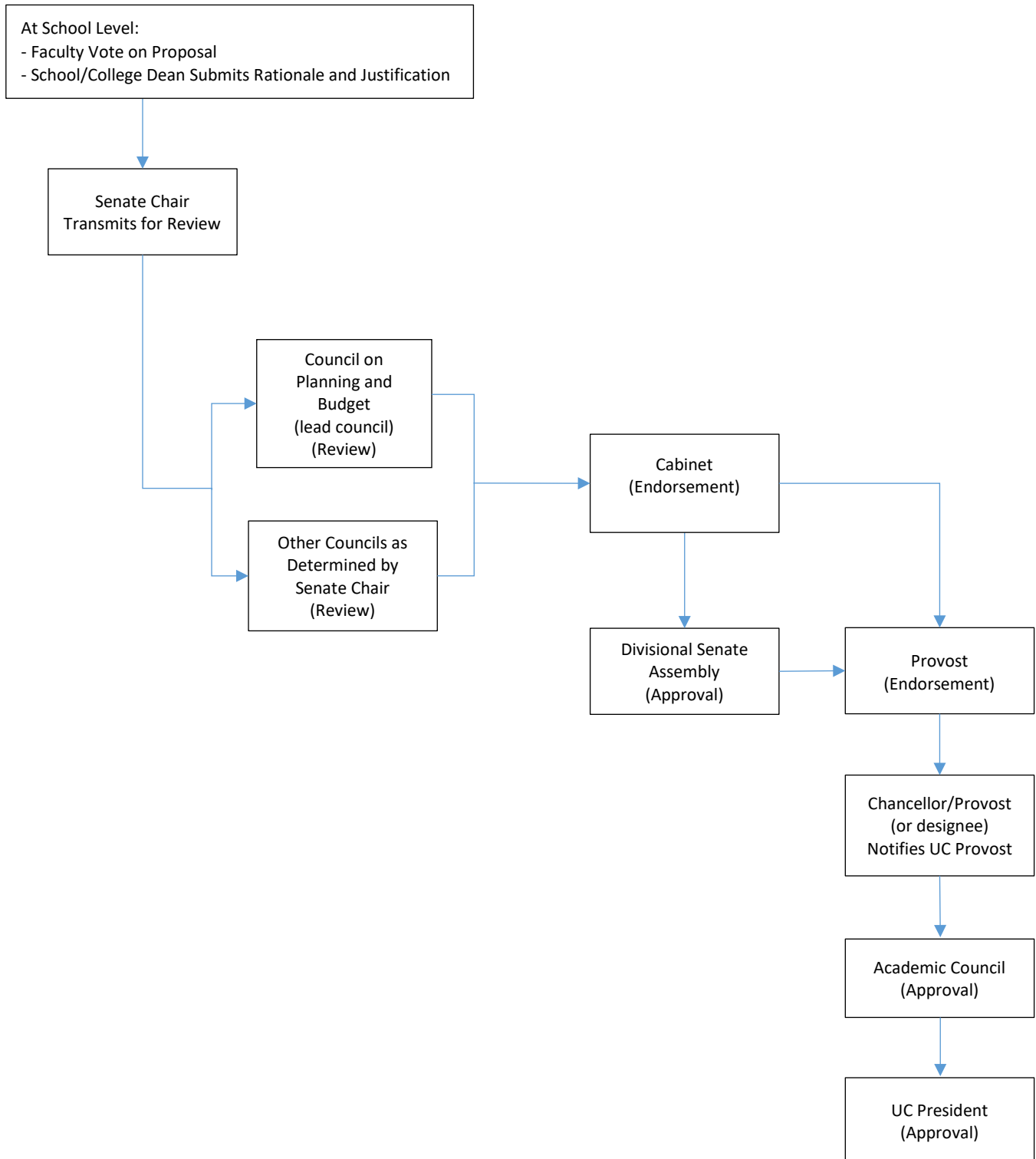
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With electronic copy to:

- Systemwide Academic Senate: Hilary Baxter, Executive Director
- CCGA Analyst: Fredye Harms
- UCEP Analyst: Brenda Abrams
- UCPB Analyst: Michael LaBriola
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

## SCHOOL AND COLLEGE NAME CHANGE



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### **At School Level** (sequence to be determined by school):

- Proposal is approved by the faculty (including any appropriate committees of the faculty)
- Dean of School or College submits rationale and justification of the name change to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CPB (lead council) and relevant Councils as determined by Senate Chair.
- Other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement.
- If the proposal is not deemed controversial, the Cabinet can act in lieu of the Divisional Senate Assembly.
- With the Provost's endorsement, proposal is sent by Chancellor/Provost (or designee) to UC Provost, Academic Council Chair, CCGA Chair, UCEP Chair, and UCPB Chair for systemwide review to assess whether the change is substantive and advise the Academic Council Chair. If substantive programmatic/curricular changes or substantial need for new resources are associated with the name change, the campus must follow the procedures in the Compendium Section IV.
- If approved by Academic Council, President recommends approval to the Regents.

### Definition:

Simple Name Change: Is sought in order to accommodate popular and accepted changes in the nomenclature of an academic field or discipline (e.g., updated terminology used by current scholars in that area). A simple name change may not be used to accommodate substantial curricular changes or resource requirements of a School or College.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- Systemwide Academic Senate: Hilary Baxter, Executive Director; Michael LaBriola, Academic Council Analyst

With electronic copy to:

- School Dean(s)
- Provost: Enrique Lavernia
- Associate Vice Provost, Academic Affairs: Tracy Molidor
- Divisional Academic Senate: Chair, Chair Elect, CPB Chair, CPB Analyst, Cabinet Analyst
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant

Final proposal is electronically sent by Divisional Senate Executive Director to:

- School Dean(s)
- Proposer(s)
- Provost: Enrique Lavernia

With electronic copy to:

- Vice Provost, Academic Planning: Judith Stepan-Norris
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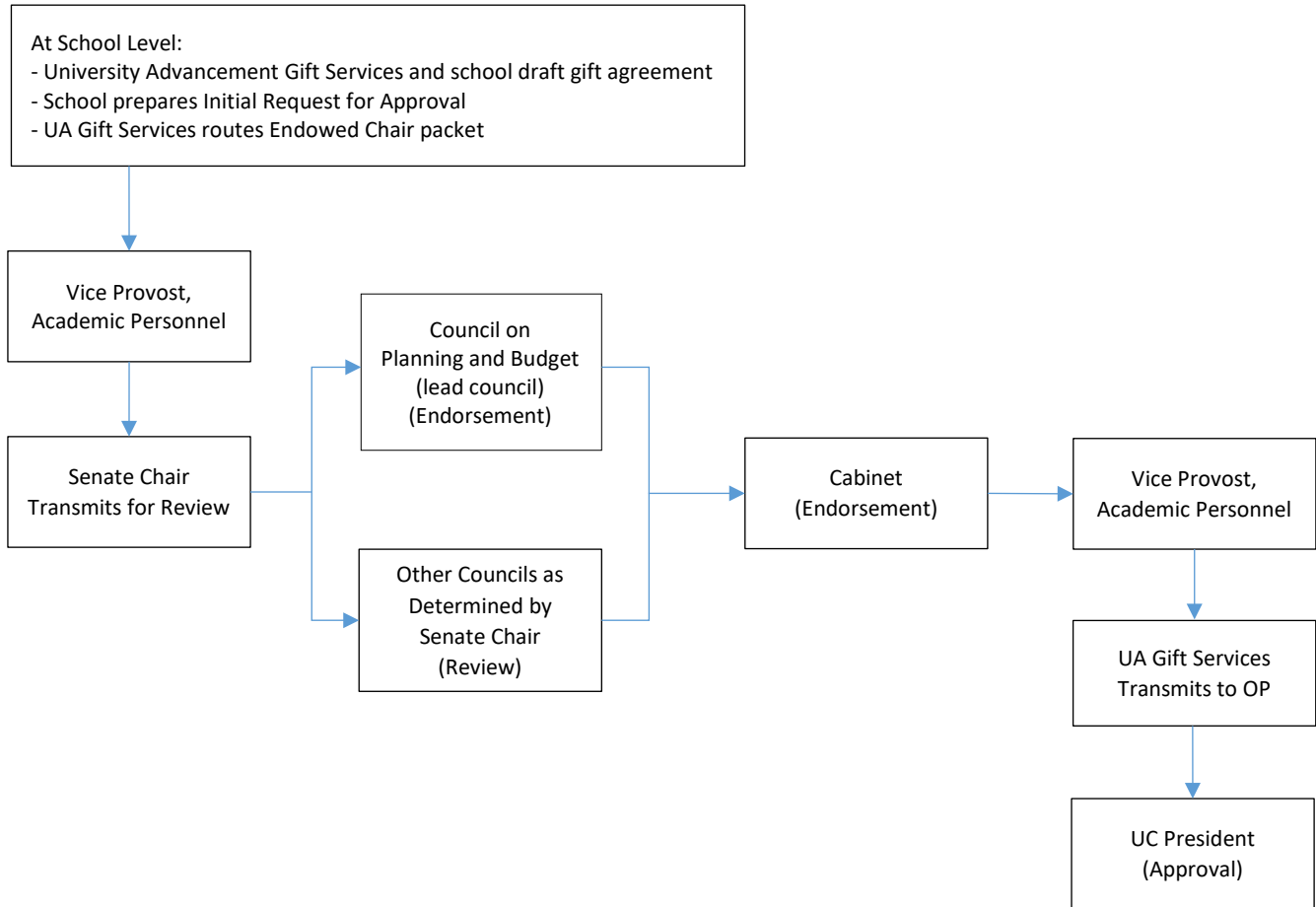
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- UCEP Analyst: Brenda Abrams
- UCPB Analyst: Michael LaBriola
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

## NEW ENDOWED CHAIR





## NEW ENDOWED CHAIR

### **At School Level** (sequence determined by University Advancement):

- University Advancement Gift Services and school draft gift agreement.
- School prepares Initial Request for Approval to Establish an Endowed Chair.
- Faculty vote on Endowed Chair.
- UA Gift Services drafts Dean's memo, Chancellor's Memo, and Item for Action.
- After approval from Vice Chancellor, University Advancement, UA Gift Services routes proposal for approval.
- School obtains signatures on Dean's memo, Initial Request for Approval, and Gift Agreement.
- Endowed Chair packet is routed by UA Gift Services to Vice Chancellor, Academic Personnel.
- Vice Chancellor, Academic Personnel forwards Endowed Chair packet to the Academic Senate for review.

### **At Senate Level:**

- Proposal is reviewed by CPB (lead council) in parallel with relevant Councils as determined by Senate Chair.
- CPB and other Councils submit reviews to Senate Chair.
- After the Councils' review, the proposal is forwarded to the Cabinet for endorsement.
- If endorsed, Senate Chair signs Initial Request for Approval and transmits with memo to Vice Provost, Academic Personnel.
- Upon receipt from Academic Personnel, UA Gift Services obtains Chancellor's signature and transmits packet to Office of the President for approval.

### Communication Process:

Final proposal is electronically sent by Divisional Senate Executive Director to:

- Vice Provost, Academic Personnel: Diane O'Dowd

With electronic copy to:

- AP Analyst: Nancy Vongsawat
- UA Gift Services: Lauren Greenstein and giftagreements@uci.edu
- CPB Chair & CPB Analyst

Final proposal is electronically sent by UA Gift Services to Office of the President:

- President: president@ucop.edu
- Assistant Vice President, Institutional Advancement: Geoff O'Neill
- Director, Development Policy & Advancement Relations: Heather Kopeck

With electronic copy to:

- AP Analyst: Nancy Vongsawat
- Divisional Academic Senate: Executive Director, CPB Analyst

Presidential approval is electronically sent by Office of the President to:

- Chancellor: chancellor@uci.edu

With electronic copy to:

- Provost: Enrique Lavernia
- UA Gift Services: Lynn Rahn, Lauren Greenstein

UA Gift Services forwards presidential approval electronically to:

- AP Analyst: Nancy Vongsawat
- Divisional Academic Senate: Executive Director, CPB Analyst

## **GLOSSARY OF TERMS (from 2014 Compendium)**

### **Academic Units**

College -- A college is an academic unit typically comprising one or more departments offering academic degree programs. A college is headed by a dean or provost. The faculty of the college is established by the Academic Senate.

Department -- A department is an academic unit that typically offers baccalaureate, master's, and doctoral degree programs, headed by a chair. A department typically represents a field of knowledge that is well established. Actions involving departments are carried out on the campuses, and do not involve system-level review.

School -- A school is an academic unit typically comprising one or more departments that also offer one or more professional degree programs. A school is headed by a dean or provost. The faculty of the school is established by the Academic Senate.

Simple Name Change of Schools and Colleges -- A simple name change may not be used to accommodate substantial curricular changes or resource requirements of a school or college.

Simple Name Change of Graduate Degree Programs -- A simple name change applies only when the name change does not involve a fundamental modification of the program, a change in degree requirements or a need for substantial new resources.

### **Transfer, Consolidation, Discontinuance, and Disestablishment**

Consolidation – For the purposes of a reconstitution of an academic unit or program, a consolidation entails combining two or more academic programs or units to form a new unified program or unit.

Discontinuance – Elimination of an academic program.

Disestablishment – Elimination of an academic unit or research unit.

Transfer – Moving a program or unit into another one that subsumes it.

### **Research Units**

Organized Research Unit (ORU) -- An ORU is an academic unit established by the University to provide a supportive infrastructure for interdisciplinary research complementary to the academic goals of departments of instruction and research and typically involve faculty from two or more Schools. An ORU must be complementary to the academic goals of the University, but does not have jurisdiction over courses or curricula and cannot offer formal courses or make faculty appointments.

### **Other**

Endowed Chair -- An endowed chair or professorship provides funds to a chair holder in support of their teaching, research, and service, and is supported by payout from an endowment fund, a fund functioning as an endowment, or from an annual allocation. An administrative endowed chair is held by an administrator such as a department chair, director of an organized research unit, dean of a school, vice chancellor, provost and executive vice chancellor, or chancellor.