

Process for the Review of Proposals for Academic Programs and Units

Academic Senate, Irvine Division

- The following flowcharts and descriptions are **simplified representations** of Senate review processes, in accordance with systemwide and campus procedures. Systemwide review processes are outlined in the [Compendium](#).
- **Proposals should include a [routing sheet](#).**
- New degrees, departments, programs, Schools, and Colleges must be included in UCI's Five Year Planning Perspective prior to Senate review. Please consult with the [Office of Academic Planning](#) prior to proposal submission. Please note that WSCUC approval may be required.
- The Senate may request revisions and may ask additional Councils to participate in the proposal review process.
- The term "faculty approval" throughout this document means approval of the representative faculty group that voted on the proposal. Proposals must be accompanied by a statement of the vote, including the name of the faculty group, number eligible to vote, number who approved, number who opposed, and number absent or on sabbatical.
- Proposals must be endorsed by the affected faculty prior to Senate review.
- All proposers of new degrees, departments, programs, Schools, and Colleges must consult with the University Librarian while preparing their proposals.
- The Lead Council serves as the primary voice in and coordinator of a review.

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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)

*Note: Undergraduate minors, emphases, specializations, and concentrations and graduate emphases, specializations, and concentrations are reviewed at the campus level only.

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

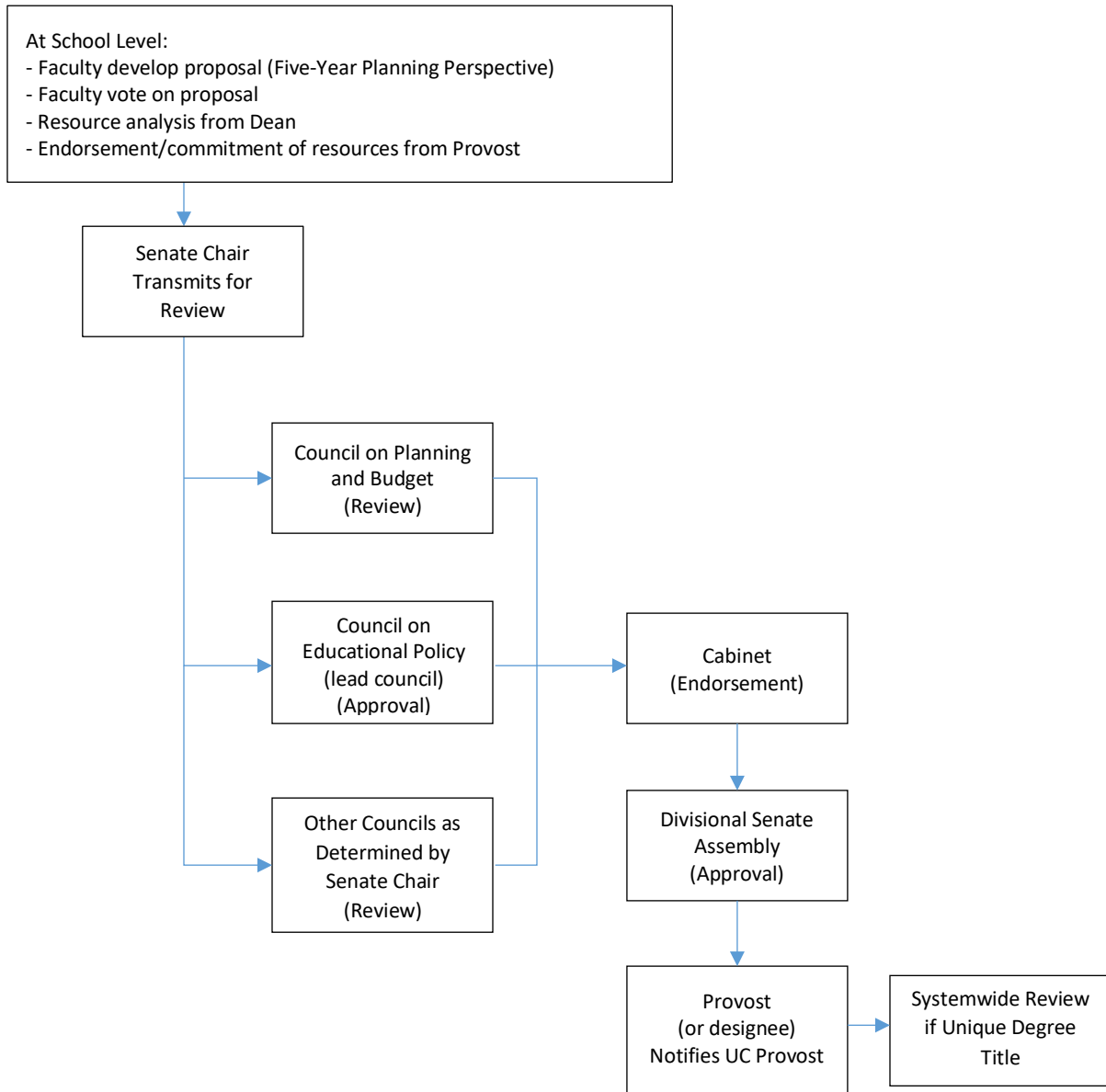
Approval **NEEDED** from the Regents

School/College

- Establishment of New School or College
- Transfer, Consolidation, or Disestablishment of School or College

Ordinarily, a proposed transfer, consolidation, discontinuance, or disestablishment is initiated in one of three ways: 1) it is included in the 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*](#) for more information.

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. A record of the vote must be included in the proposal.
- Proposal is sent to Dean for resource analysis.
- Proposal is sent to Academic Planning for WSCUC review and commitment of resources from the 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. 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
- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CEP Chair, CEP Analyst, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

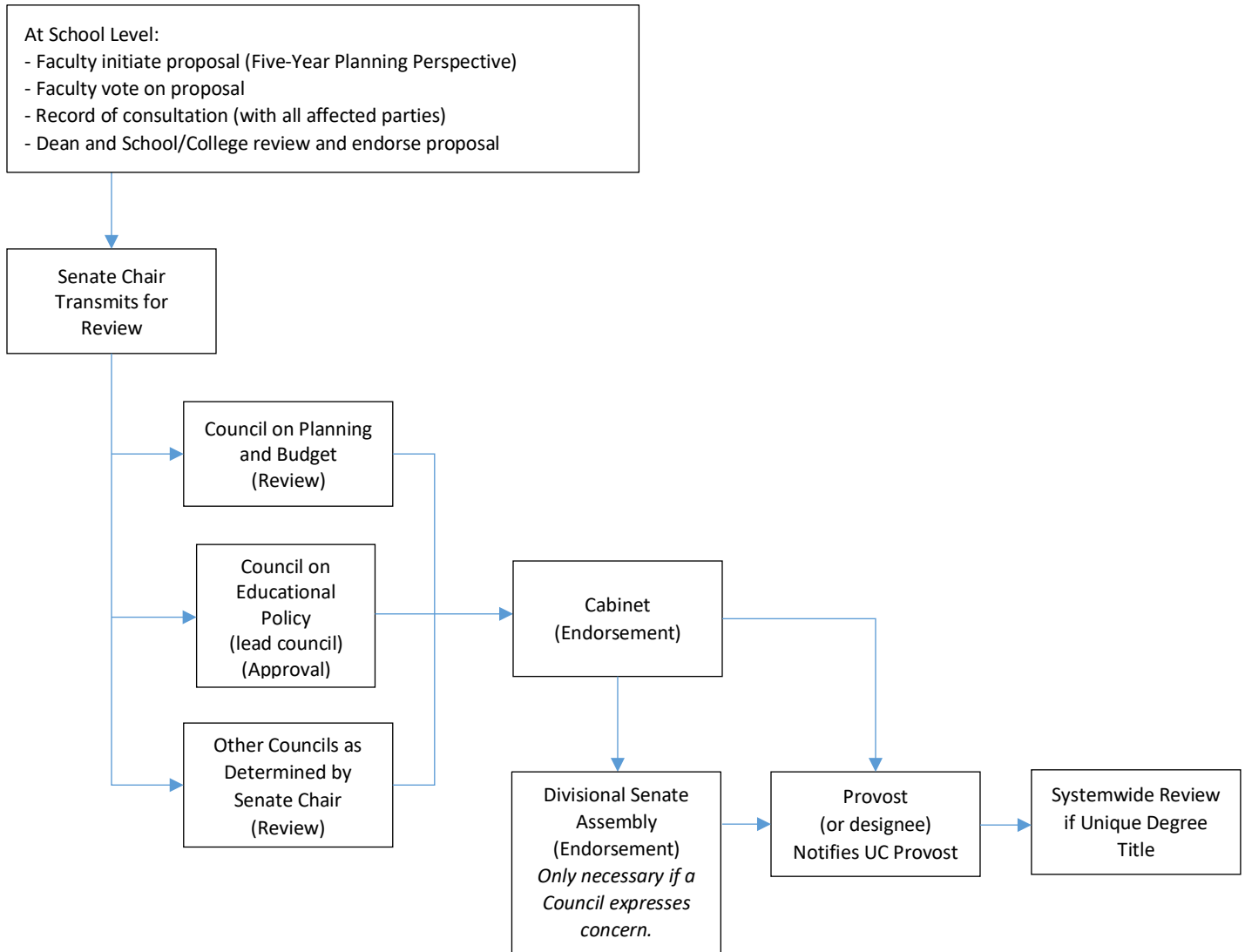
Final proposal is electronically sent by Provost (Academic Planning) to:

- UC Provost

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 discontinue 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.
- Proposal is sent to Academic Planning and Provost for review.
- 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 any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise 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
- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CEP Chair, CEP Analyst, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

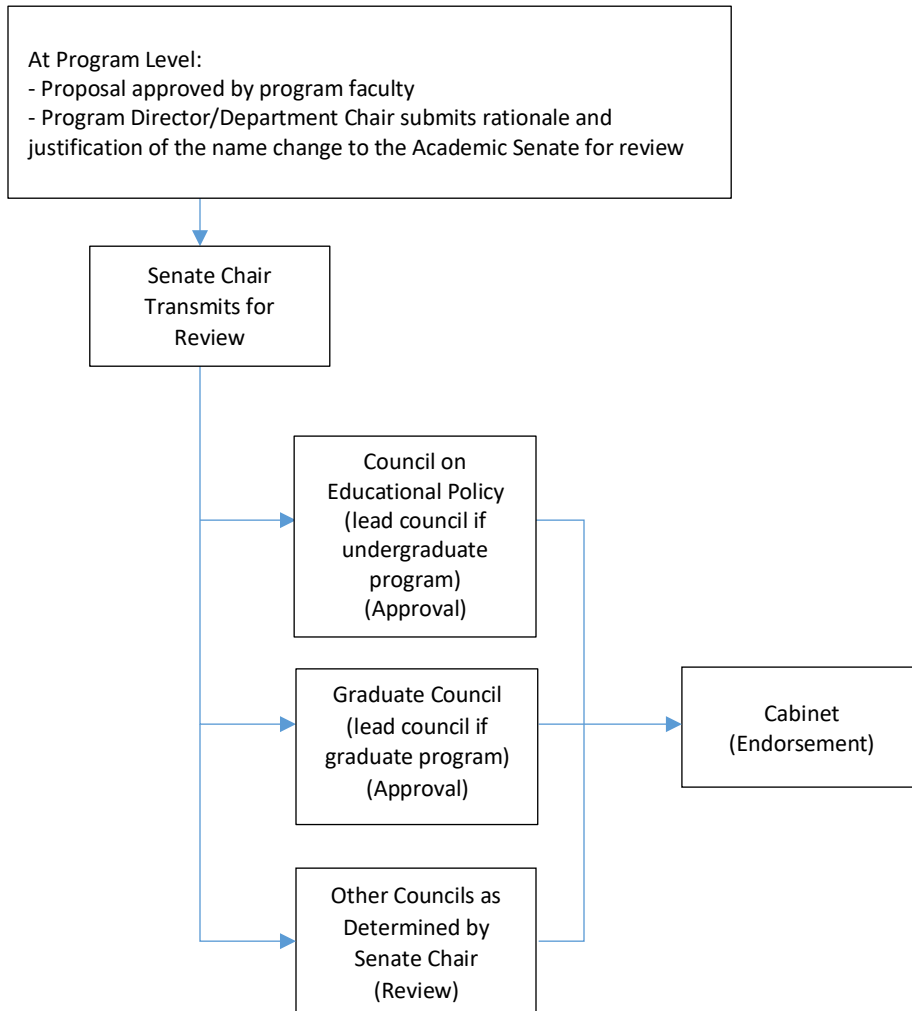
Final proposal is electronically sent by Academic Planning to:

- UC Provost

With electronic copy to:

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

UNDERGRADUATE OR GRADUATE DEGREE PROGRAM NAME CHANGE



UNDERGRADUATE OR GRADUATE DEGREE PROGRAM NAME CHANGE

At Program Level (sequence to be determined by Program):

- Proposal is approved by program faculty
- Director of the Program/Department Chair submits rationale and justification of the name change to the Academic Senate for review.

At Senate Level:

- Proposal is reviewed by CEP (lead council if undergraduate program) or Graduate Council (lead council if graduate program) and relevant Councils as determined by Senate Chair.
- Other Councils submit reviews to CEP or Graduate Council and Senate Chair.
- After the Councils' review, the proposal is submitted to the Cabinet for endorsement.

Please note that a program name change typically requires completion of several administrative steps, including requesting a new major code from UCOP, creating a new subject code for course scheduling, building out a new program in CIM programs, and managing the disestablishment of the previous major code.

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 program. Any substantial curricular changes or resource requirements must be reviewed as program modifications.

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

- School Dean(s)
- Proposer(s)

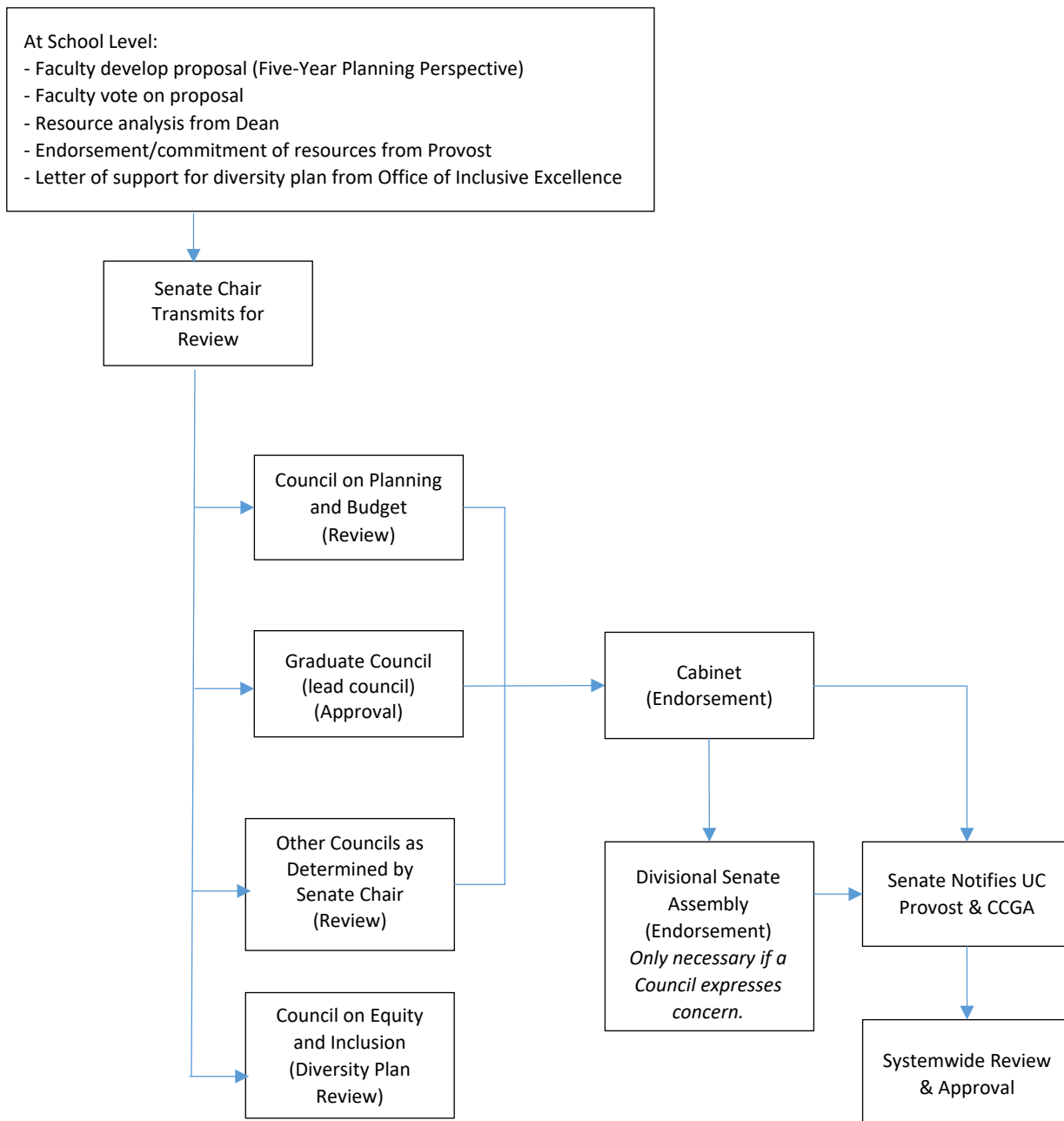
With electronic copy to (for undergraduate programs):

- Vice Provost, Teaching & Learning and Dean, DUE
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CEP Chair, CEP Analyst, Cabinet Analyst

With electronic copy to (for graduate programs):

- Vice Provost, Graduate Education and Dean, Graduate Division
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Director of Academic Initiatives, Graduate Division
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, GC Chair, GC Analyst, Cabinet Analyst

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. A record of the vote must be included in the proposal.
- Proposal is sent to Dean for letter on resource analysis
- Proposal is sent to Academic Planning for WSCUC screening and letter on commitment of resources from the Provost.
- Diversity plan is sent to the Office of Inclusive Excellence for consultation, feedback, and a letter of support.
- 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. Diversity plan is reviewed by CEI.
- CPB, CEI, 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 any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise act in lieu of the Divisional Senate Assembly.
- GC sends approved proposal to CCGA and UC Provost for review at systemwide level. A copy of the notification is sent to the proposers, Academic Planning, Graduate Division, and Budget Office.

Notes:

- Graduate degree programs include Self-Supporting Professional Graduate Degree Programs (SSGPDPs). Please review the [UC SSGPDP policy](#).
- Guidelines for Joint UC/CSU Doctoral Degree Programs are described in Appendix U: Criteria for Reviewing Proposed Joint UC/CSU Doctoral Programs in the [CCGA Handbook](#).
- Undergraduate/Graduate Hybrid Degree Program (4+1) 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
- CCGA Chair

With electronic copy to:

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

Email is forwarded to:

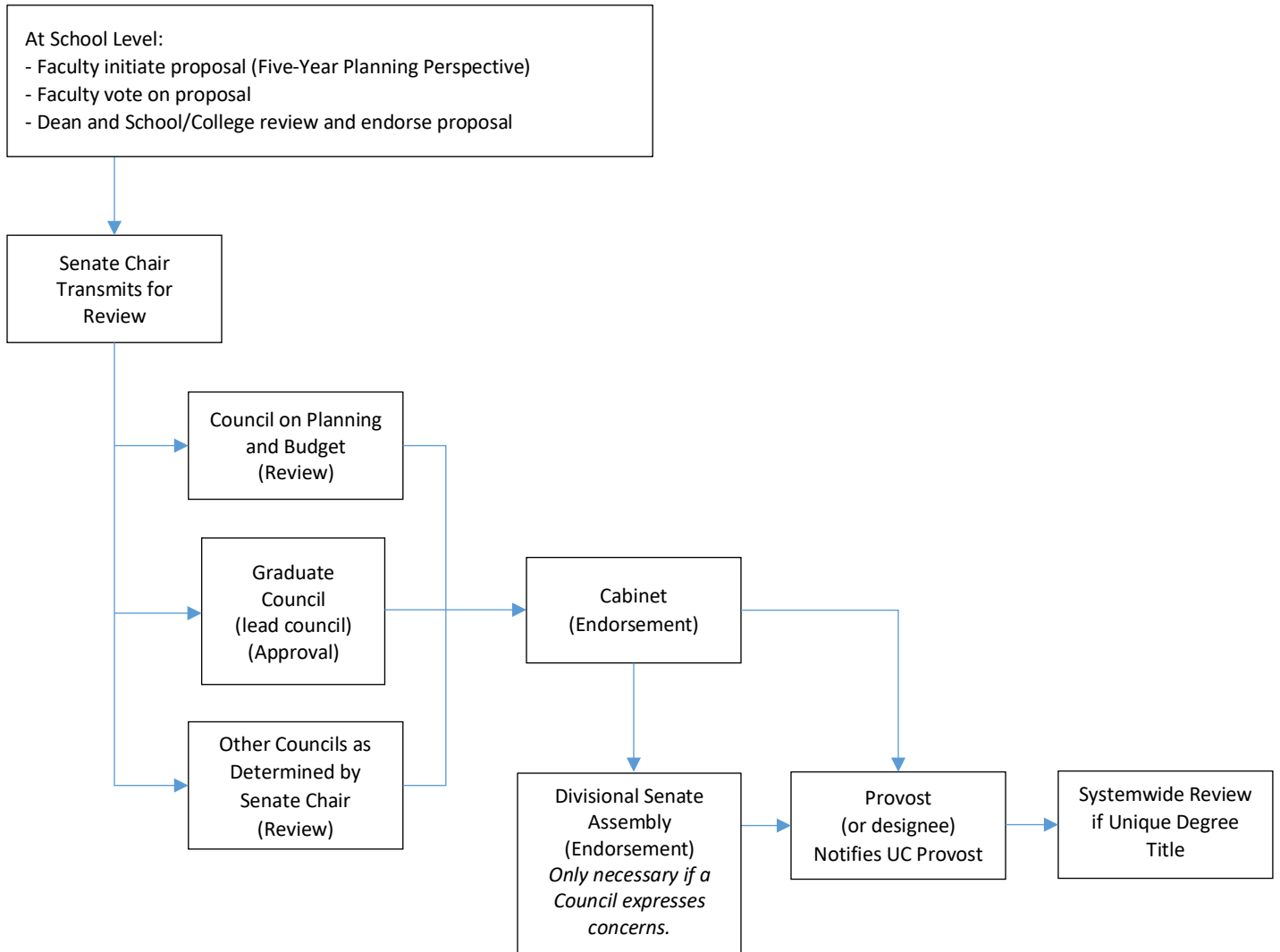
- Proposer(s)
- Divisional Academic Senate: CPB Chair, CPB Analyst
- Academic Planning: Associate Vice Provost
- Graduate Division: Director of Academic Initiatives
- Planning and Budget Office: Interim Academic Resource and Student Fee Director
- University Editor

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

Upon receipt of Presidential approval, the Divisional Senate Executive Director will notify all parties listed in the above communication process, with the additions of the University Registrar, Deputy Registrar, and Director of the International Center.

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.
- Intention to transfer, consolidate, or discontinue a graduate 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. A record of the vote must be included in the proposal.
- Proposal is sent to Academic Planning and the 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 any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise 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
- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, GC Chair, GC Analyst, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

Final proposal is electronically sent by Academic Planning to:

- UC Provost
- CCGA Chair
- Academic Council Chair

With electronic copy to:

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

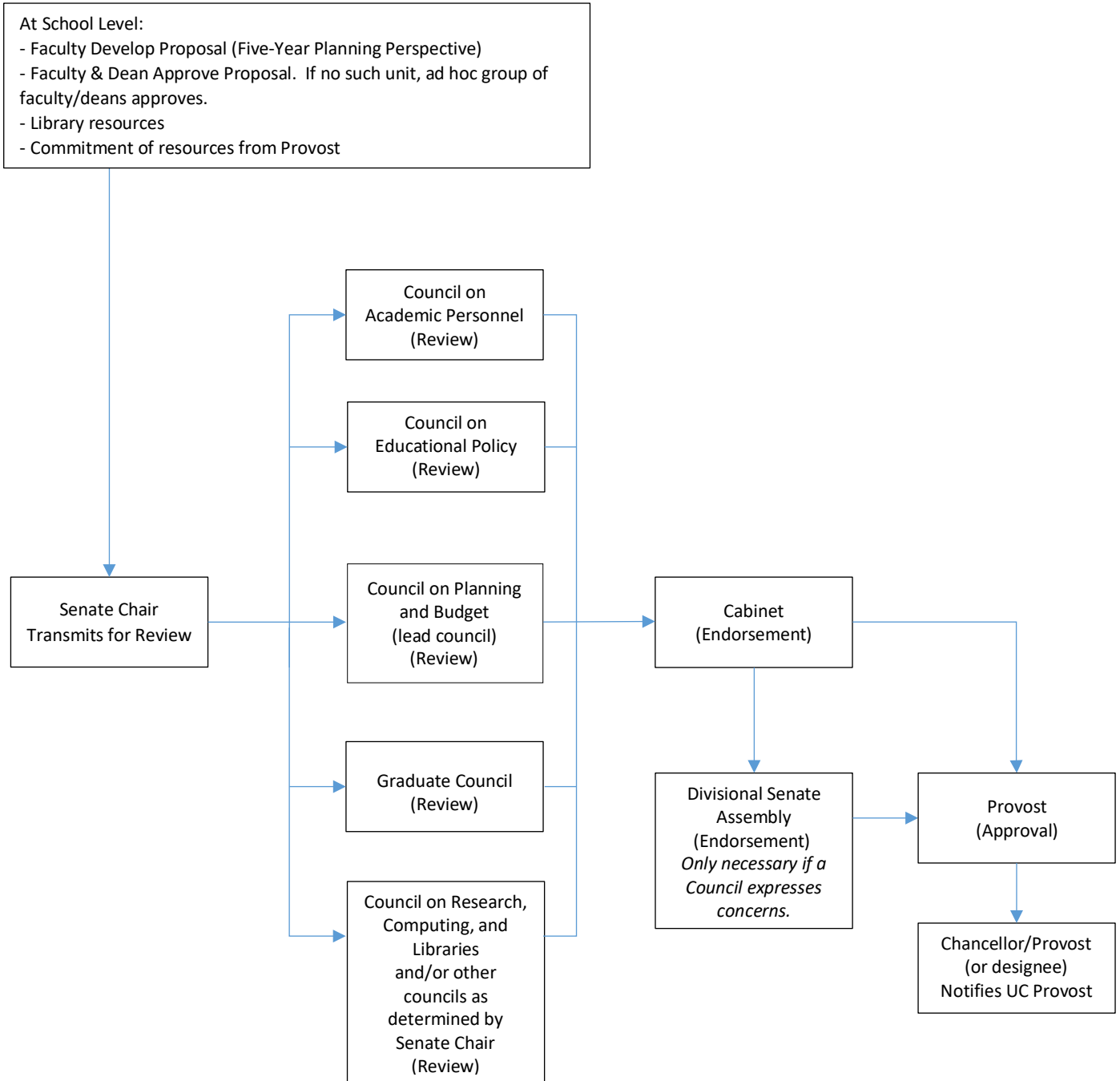
After approval at systemwide level, Divisional Senate Executive Director electronically sends approval to:

- Vice Provost, Graduate Education and Dean, Graduate Division
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

NEW DEPARTMENT OR RECONSTITUTION OF DEPARTMENT



NEW DEPARTMENT OR RECONSTITUTION OF DEPARTMENT

At School Level (sequence determined by school):

- A proposal for departmentalization may originate within a School or College, or as a result of an ad hoc initiative or call for proposals.
- A plan to create a new department is included in the Five-Year Planning Perspective.
- The 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 the Provost for a 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 the 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 any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise act in lieu of the Divisional Senate Assembly.
- Proposal is forwarded to Provost for final approval and implementation.
- Campus has final decision-making authority. Upon campus approval, Chancellor/Provost (Academic Planning) notifies UC Provost about establishment of new department within a month of the action.

Definitions:

- **Reconstitution:** A reconstitution refers to any combination of actions treated as a unified plan and intended to transfer, consolidate, discontinue, disestablish, or change the name of an academic program or academic unit
- **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
- **Disestablishment:** Eliminating an academic unit or research unit
- **Discontinuance:** Eliminating an academic program

Communication Process:

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

- School Dean(s)
- Proposer(s)
- Provost

With electronic copy to:

- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Graduate Education and Dean, Graduate Division
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

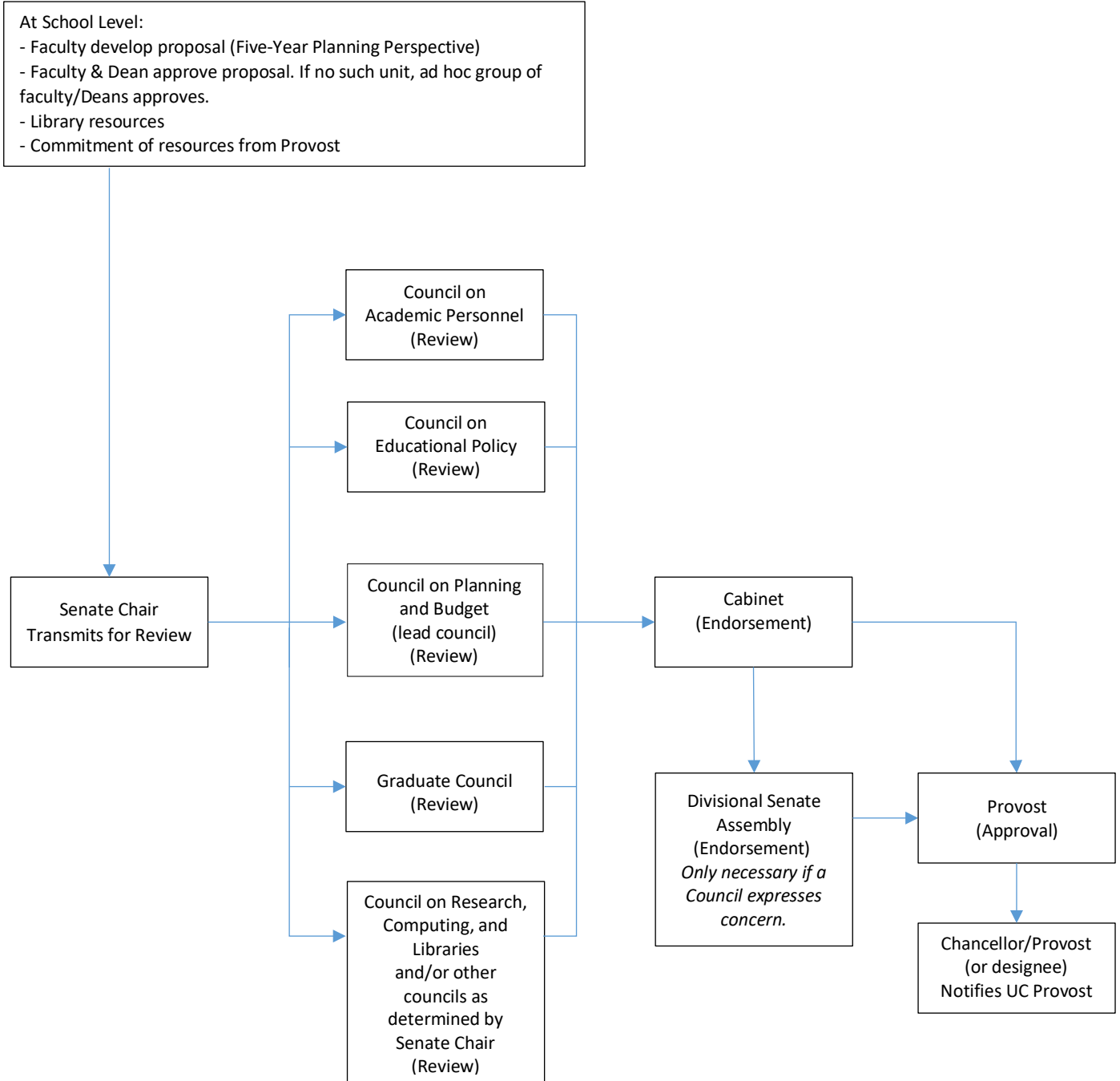
Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

- UC Provost

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 any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise act in lieu of the Divisional Senate Assembly.
- Proposal is forwarded to Provost for final approval and implementation.
- The campus has final decision-making authority. 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

With electronic copy to:

- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Graduate Education and Dean, Graduate Division
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

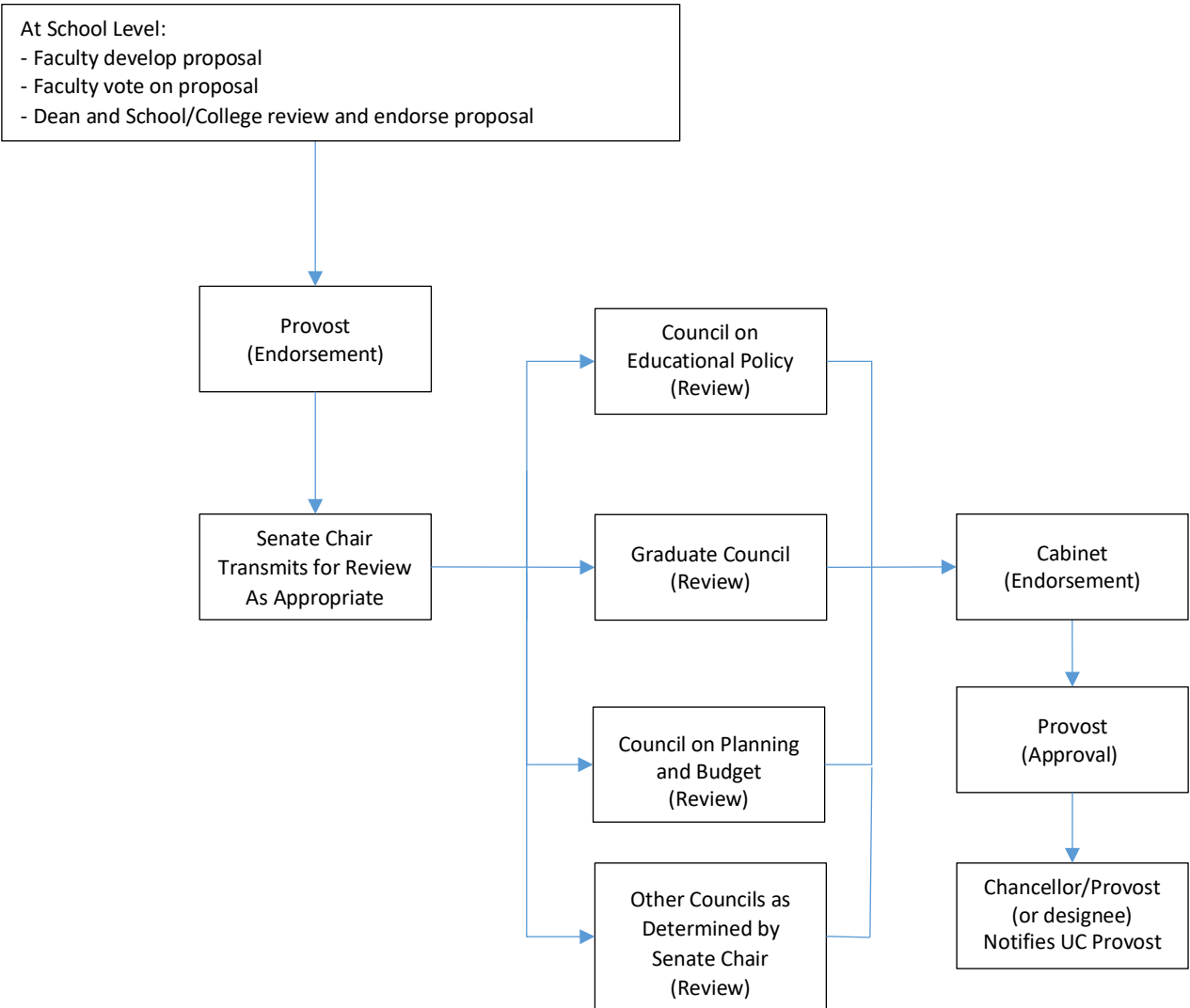
Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

- UC Provost

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 and added to the 5 Year Perspective.
- Proposal is approved by faculty group. Record of vote must be 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-making authority. 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

With electronic copy to:

- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Graduate Education and Dean, Graduate Division
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

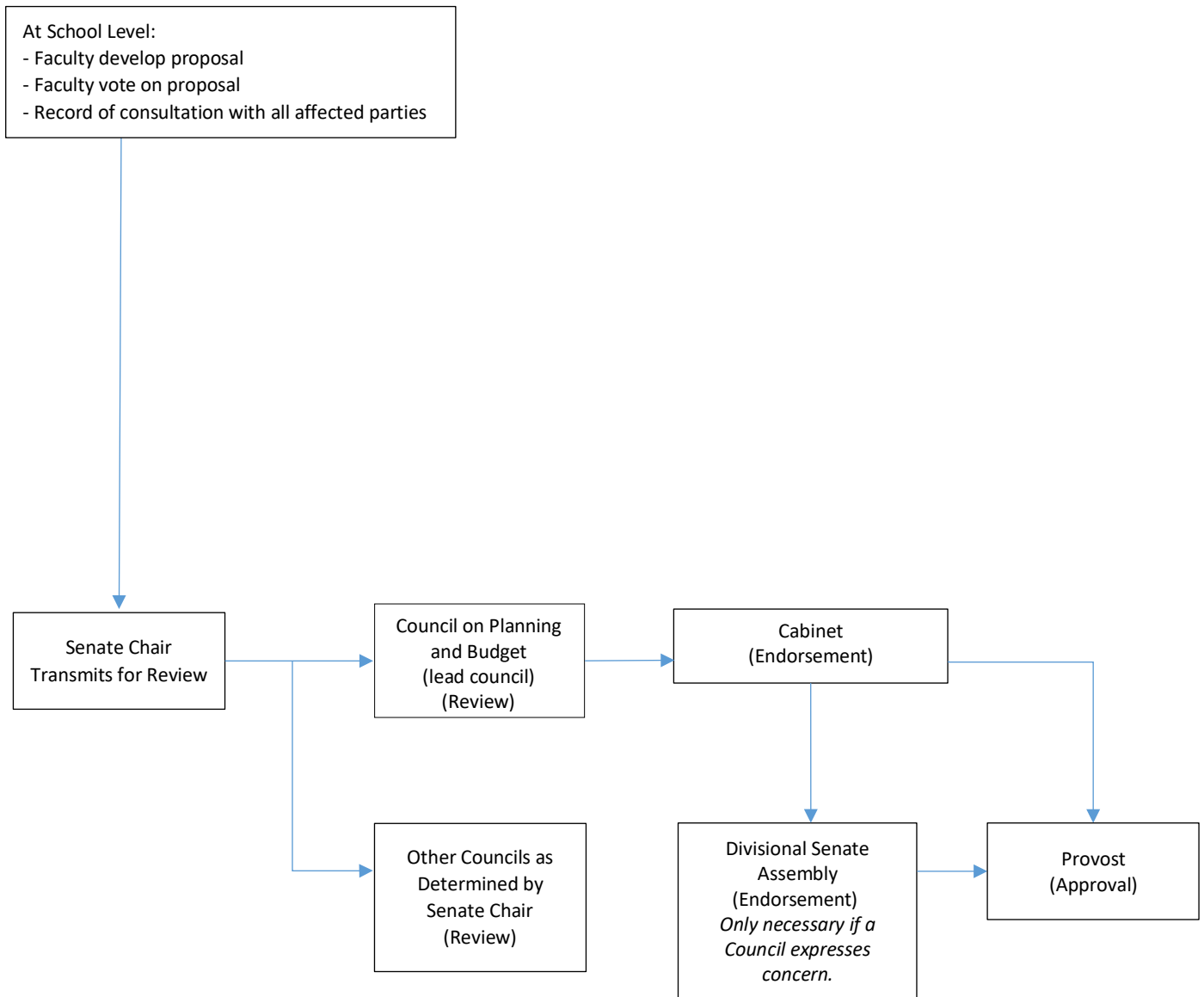
Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:

- UC Provost

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 Academic Planning and the 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 any Senate Council raises concerns or if the proposal moves the department's location to another school/college, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise 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 the Faculty Executive Committee Chair(s), Office of Institutional Research, and the Budget Office.

Communication Process:

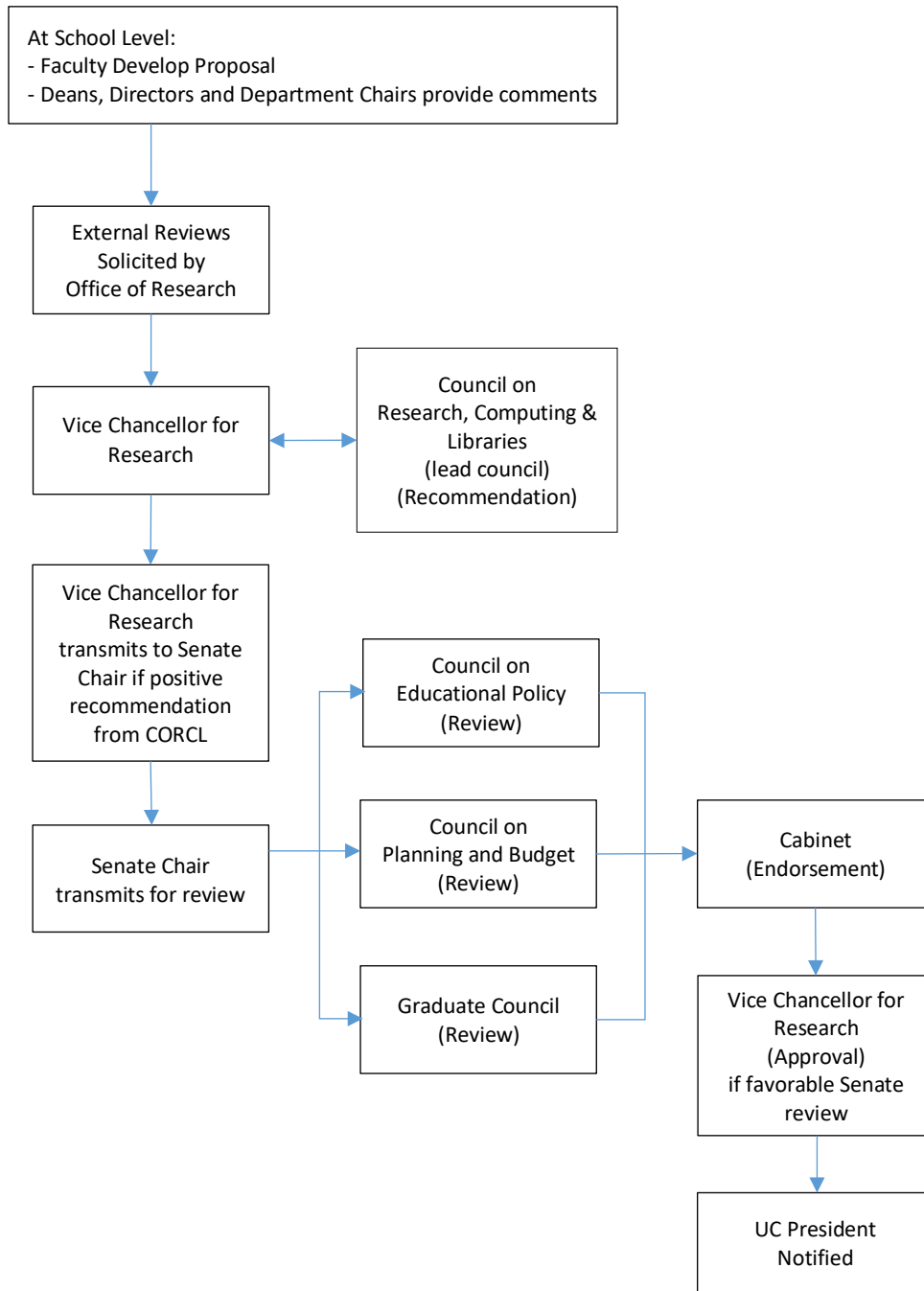
Final proposal is electronically sent by the Provost (Academic Planning) to:

- 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
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- University Editor

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 for 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 for Research.
- If positive CORCL recommendation, proposal will be conveyed to Senate Chair and Vice Chancellor for Research. If negative CORCL recommendation, proposal is returned to Vice Chancellor for 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 for Research determines establishment of new ORU.
- If approved for establishment, Vice Chancellor for Research informs Office of the President of new ORU.
- Campus has final decision-making authority. 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 for Research

With electronic copy to:

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

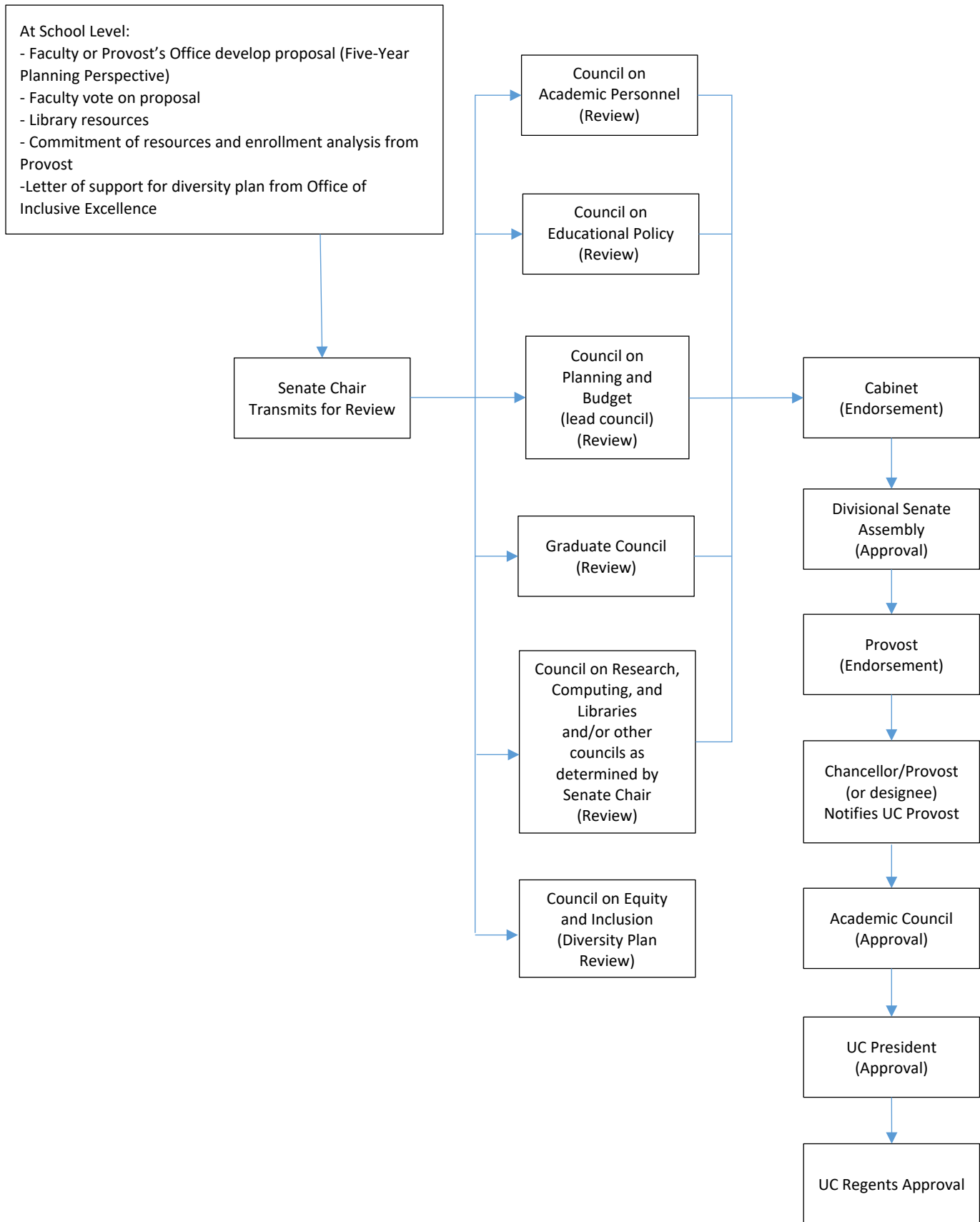
Final proposal is electronically sent by Vice Chancellor for Research to the Office of the President:

- President

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. Please see the [Compendium](#) for more details about the submission and review process.

At School Level (sequence determined by school):

- Proposal for a new School originates within a faculty group or 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, consultation with UCI Libraries concerning the resources necessary to support the new School should take place.
- Diversity plan is sent to the Office of Inclusive Excellence for consultation, feedback, and a letter of support.
- The proposal is submitted to the 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 the 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. Diversity plan is reviewed by CEI.
- CAP, CEP, Graduate Council, CORCL, CEI, 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.
- 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, the proposal is sent by Chancellor/Provost (Academic Planning) to the 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

With electronic copy to:

- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Graduate Education and Dean, Graduate Division

- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

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

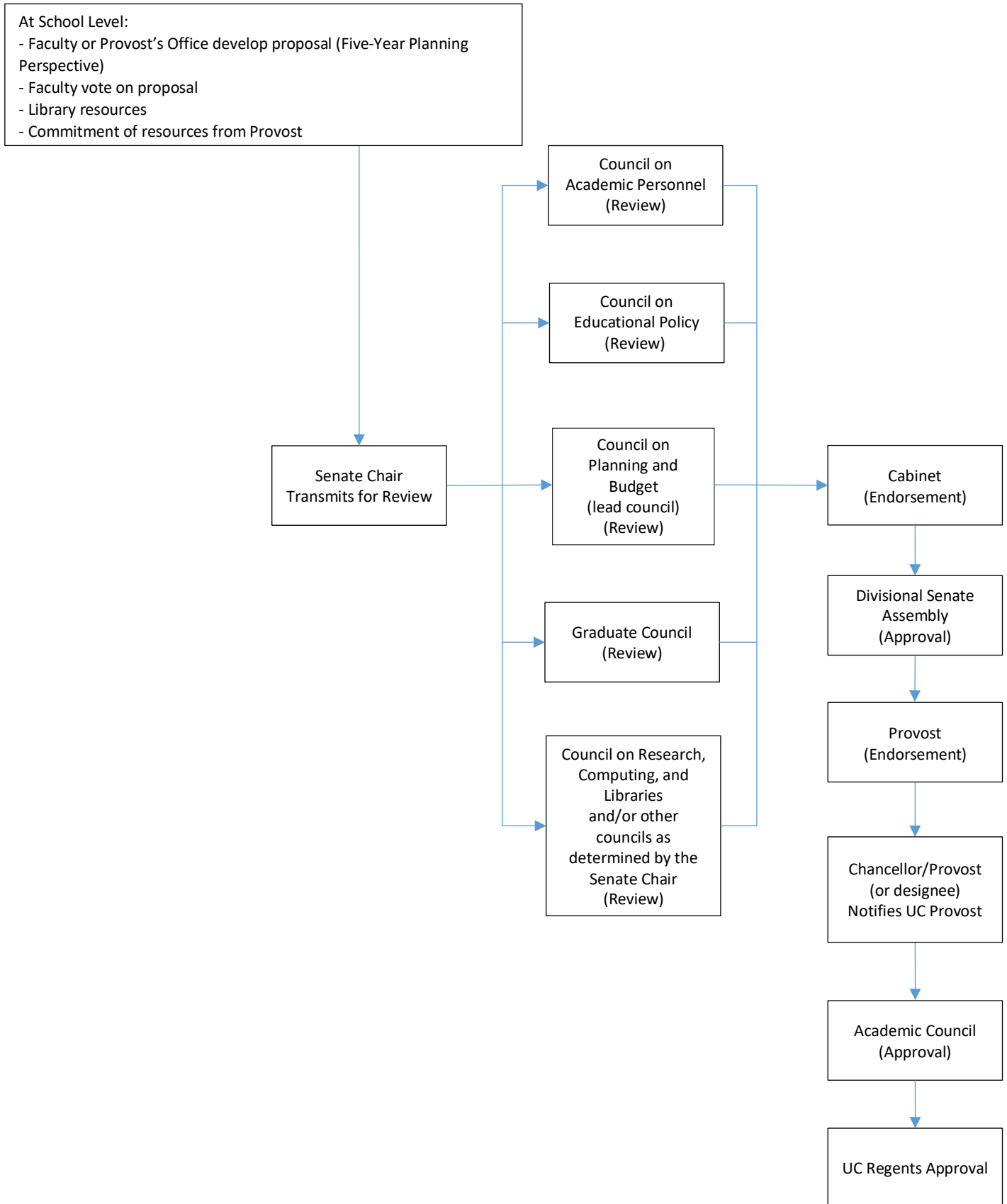
- UC Provost
- Academic Council Chair
- CCGA Chair
- UCEP Chair
- UCPB Chair

With electronic copy to:

- Systemwide Academic Senate: Executive Director, CCGA Analyst, UCEP Analyst, UCPB Analyst
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

Upon receipt of Regental approval, the Divisional Senate Executive Director will notify all parties listed in the above communication process.

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 a department may originate within a School or College, or as a result of an ad hoc initiative.
- Intention of 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 UCI 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.
- 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

With electronic copy to:

- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Vice Provost, Graduate Education and Dean, Graduate Division
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst, Assembly Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

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

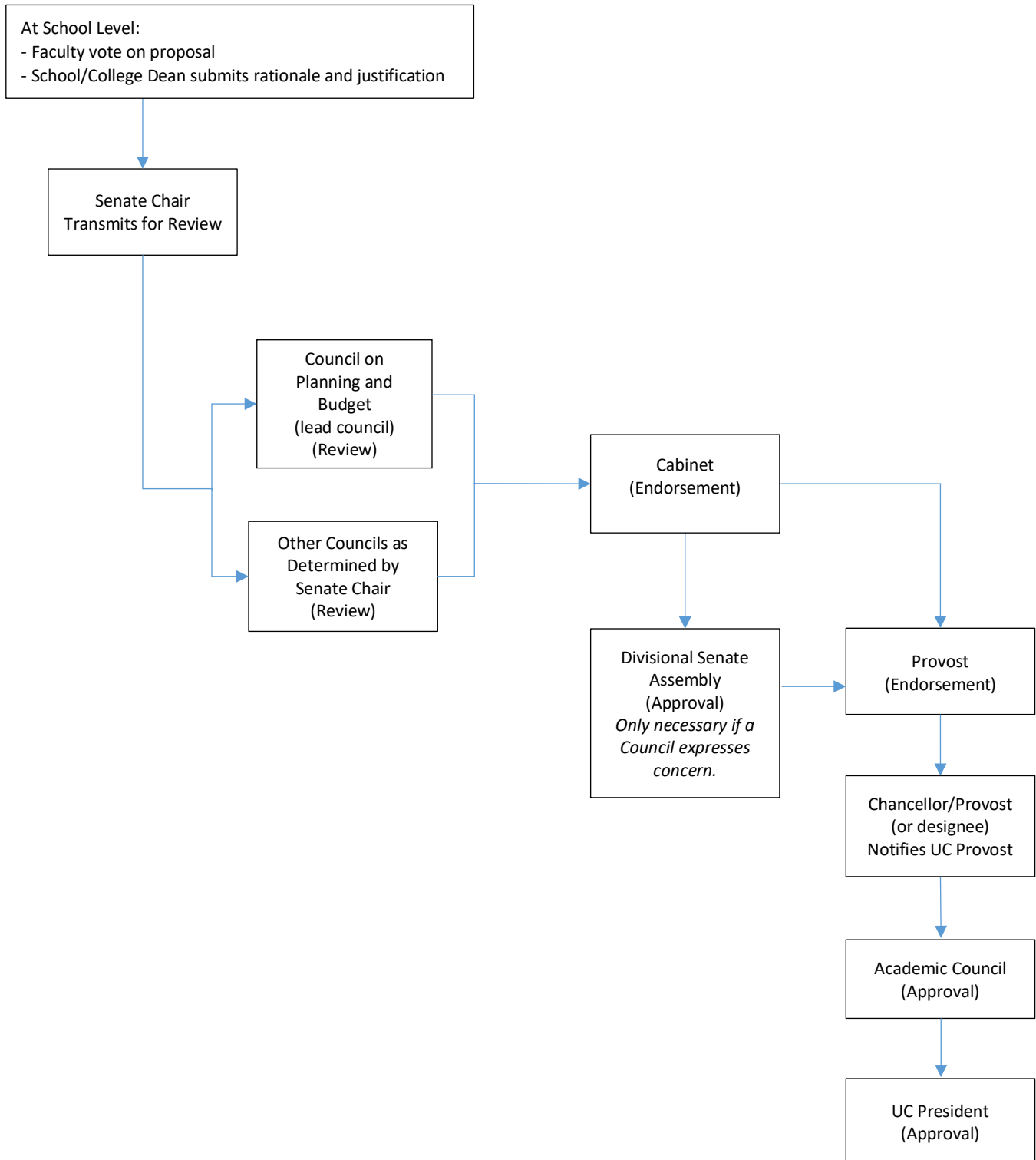
- UC Provost
- Academic Council Chair
- CCGA Chair
- UCEP Chair
- UCPB Chair

With electronic copy to:

- Systemwide Academic Senate: Executive Director, CCGA Analyst, UCEP Analyst, UCPB Analyst
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

Upon receipt of Regental approval, the Divisional Senate Executive Director will notify all parties listed in the above communication process.

SCHOOL AND COLLEGE NAME CHANGE



SCHOOL AND COLLEGE NAME CHANGE

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 any Senate Council raises concerns, the proposal will be forwarded to the Divisional Assembly after Cabinet review. The Cabinet can otherwise 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 for a reconstitution, found in Section IV of the [Compendium](#).
- 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:

- Provost

With electronic copy to:

- School Dean(s)
- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning
- Divisional Academic Senate: Chair, Chair Elect, CPB Chair, CPB Analyst, Cabinet Analyst

For COHS actions, also copy:

- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

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

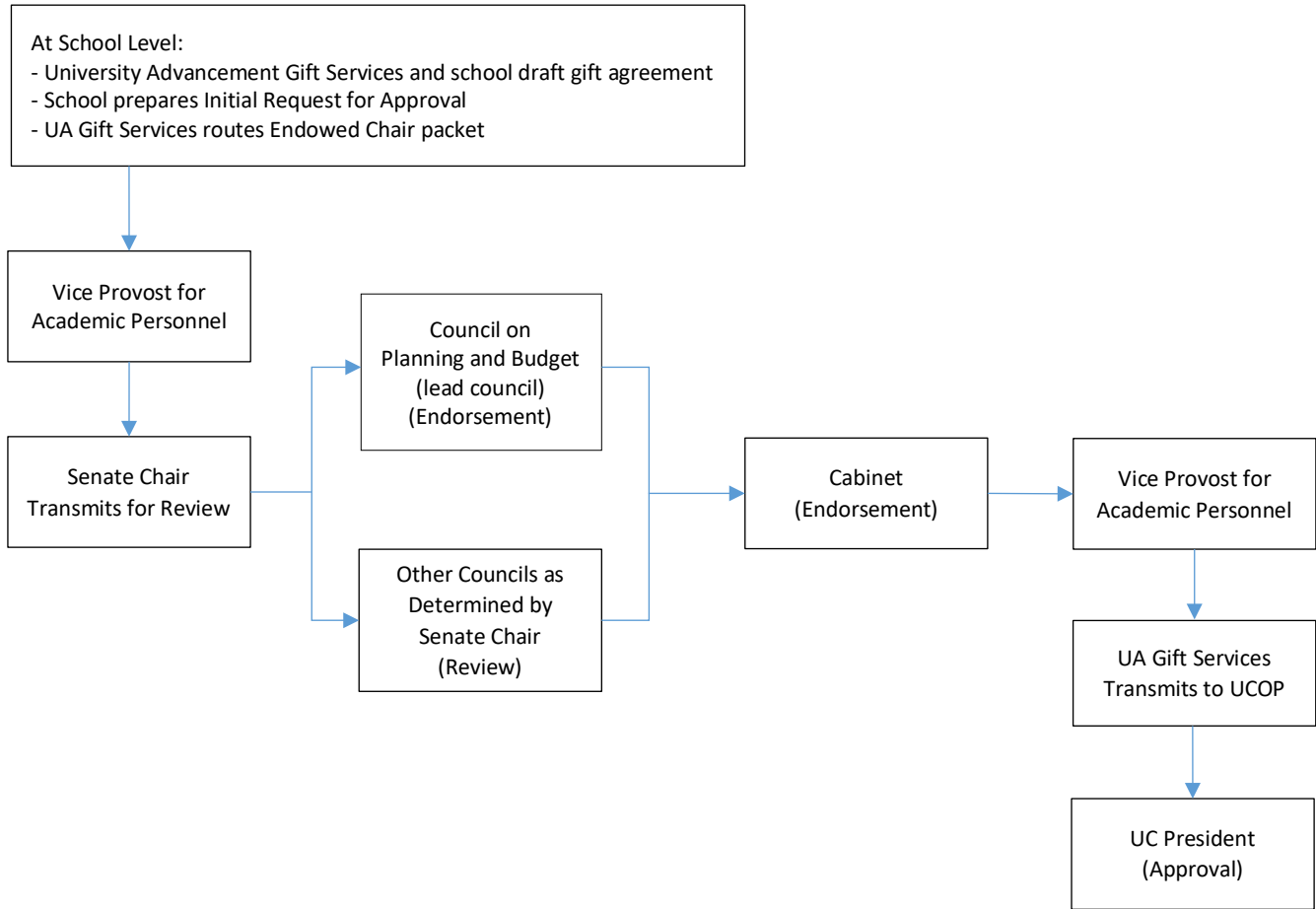
- UC Provost
- Academic Council Chair
- CCGA Chair
- UCEP Chair
- UCPB Chair

With electronic copy to:

- Systemwide Academic Senate: Executive Director, CCGA Analyst, UCEP Analyst, UCPB Analyst
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst

Upon receipt of Regental approval, the Divisional Senate Executive Director will notify all parties listed in the above communication process.

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 for 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 for Academic Personnel.
- Vice Chancellor for 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 UC Office of the President for approval.

Communication Process:

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

- Vice Provost, Academic Personnel

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 UC Office of the President with electronic copy to:

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

Presidential approval is electronically sent by UC Office of the President to Chancellor Howard Gillman with electronic copy to:

- Provost
- UA Gift Services

UA Gift Services forwards Presidential approval electronically to:

- Academic Personnel
- Divisional Academic Senate: Executive Director, CPB Analyst

GLOSSARY OF TERMS (from 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.