

**Memorandum of Understanding (MOU) between the Provost and the Faculty Senate regarding the  
Creation, Movement, Renaming or Elimination of Departments and Colleges**

**Background**

The present MOU was formulated because the University has no policies that directly govern the creation, movement, renaming or elimination of colleges or departments. Recent restructuring of colleges and departments has revealed that such policies would be useful when administrative units are changed. Although the structure of administrative units does not fall within the Faculty Senate's formal jurisdiction, the faculty will be consulted because it has an interest in changes in such units.

This MOU describes a process of consultation between the faculty and the Provost that can be used for creating, moving, renaming or eliminating a department or college. The process described here applies only to changes in administrative structure. It does not apply to curricular changes. Curricular issues related to changes in administrative structure will go through the normal Faculty Senate approval process. Throughout this document, the term "department" means "department and/or school", following the usage in the *Faculty Manual*.

**Process for Creation of a New Department or College**

The process for creating a new department or college begins with obtaining pre-approval from the Provost. Next, a Notice of Intent to create such a unit should be filed with the Provost's Office. A form, attached to this MOU, contains a list of questions that should be addressed in this Notice of Intent.

If the Provost decides that the Notice is not worthy of consideration, the process stops and the Provost informs those who submitted the Notice of his or her decision. If the Provost decides that the Notice is worthy of consideration, (s)he sends that Notice to the Executive Secretary of the Faculty Senate. The Provost, in consultation with the Faculty Senate Executive Committee, will then decide whether the Notice should receive full consideration by the Faculty Senate.

If the decision is positive, the proposal will be examined by, at least, the Faculty Senate Steering Committee and the Faculty Affairs Committee. Other Faculty Senate committees and, potentially, the entire Faculty Senate and/or the entire faculty, may be involved as determined by the Faculty Senate Steering Committee. The Faculty Senate Executive Committee will summarize the results of the Faculty Senate deliberations and will send recommendations concerning the creation of the unit to the Provost by the last day of the semester following the semester in which the Faculty Senate received the Notice.

The Notice of Intent to Create a Department includes the question of whether the department should also serve as a tenure unit. A tenure unit is the unit within which tenure is held by tenured faculty members at the University. Most, but not all, current tenure units are departments. Inclusion of this question and a requirement for justification recognizes that some, but probably not all, newly formed departments should also serve as tenure units.

**Process for Movement of a Department or College across Campuses or Administrative Structures**

This process is identical to that for creation of a Department or College except that the questions involved in the Notice of Intent differ somewhat for those involved in the Notice of Intent to Create a Department or College (see the attached form).

**Process for Renaming a Department or College**

This process is identical to that for creation of a Department or College except that the questions involved in the Notice of Intent differ somewhat for those involved in the Notice of Intent to Create a Department or College (see the attached form).

**Process for Eliminating a Department or College**

Because it has been effective in the past, the description of program elimination in section III. F. 3. of the *Faculty Manual* will be used as the process for eliminating a college or department with the further stipulation that this process will begin as described under "Process for Creation of a New Department or College" [i.e., with preapproval by the Provost and then a filing of a Notice of Intent to Eliminate a Department or College with the Provost's Office (see the attached form)].

**Conclusion**

The Faculty Senate as a whole agreed to the use of this MOU on [date]. This MOU may be terminated by a vote of the Faculty Senate or by the Provost. Both parties are required to provide 60 calendar days' notice (excluding the period between the end of the Spring semester and the beginning of the Fall semester) before termination is effective. Notice by the Provost must be given to the Executive Secretary of the Faculty Senate.

Signatures,



Robert Rosenman  
Chair, Faculty Senate



Daniel J. Bernardo  
Interim Provost

February 11, 2014

Date

February 12, 2014

Date

## **Notice of Intent to Create a Department or College**

This Notice should be filed with the Office of the Provost, mail stop 1046.

**Proposed Name**

**Proposed Campus**

**Proposed location in the administrative structure (i.e., Is it part of a larger administrative unit? Who does it report to? Who reports to it?)**

**Justification for the new unit**

**List of existing units, if any, that are eliminated by creating the new unit. Please justify why they should be eliminated.**

**List of faculty who will be housed in the unit in the case of a department or a list of the departments that will be housed in the unit in the case of a college**

**Description of the effect that creation of the unit will have on the faculty inside and outside of the unit**

**Description of the effect of the creation of the unit on other administrative units**

**Description of the process used to consult the affected faculty and other affected administrative units.**

**Do the affected faculty and other administrative units agree to the creation of this college or department? If not, please explain why the unit should be created over their objections.**

**If the unit is a department, will this department serve as a tenure unit? If so, explain why.**

**Proposed budget**

**Description of the effect on the library**

**Timeline**

**Name and contact information of the person filing this Notice**

**Date of filing**

**Notice of Intent to Move a Department or College across Campuses or Administrative Structures**

This Notice should be filed with the Office of the Provost, mail stop 1046.

Name of unit

Current location of unit (i.e., campus and location within the administrative structure)

Proposed new location for the unit

Justification for the move

Description of the effect of this move on other administrative units

Description of the effect of this move on the faculty in the unit

Description of the process used to consult the affected faculty and other affected administrative units.

Do the faculty and other units approve? If not, please explain why the unit should be moved over these objections.

Description of the efforts that will be made to reduce any deleterious effects on the faculty or other administrative units

Timeline

Name and contact information of the person filing this Notice

Date of filing

## **Notice of Intent to Rename a Department or College**

This Notice should be filed with the Office of the Provost, mail stop 1046.

**Current name**

**Proposed Name**

**Justification for the change of name**

**Description of the process used to arrive at the new name, including the process of consulting the affected faculty and other affected administrative units**

**Do the faculty and other affected units, if any, approve? If not, explain why the unit should be renamed over these objections.**

**Timeline**

**Name and contact information of the person filing this Notice**

**Date of filing**

## **Notice of Intent to Eliminate a Department or College**

This Notice should be filed with the Office of the Provost, mail stop 1046.

**Name of unit**

**Rationale for the elimination of the unit**

**List of faculty who are currently housed in the unit and their titles**

**List of other units that will be affected by elimination of this unit**

**Description of the process used to consult the faculty and other affected administrative units**

**Description of the efforts that will be made to mitigate the effect on the faculty of the unit and on other affected administrative unit**

**Timeline**

**Name and contact information of the person filing this Notice**

**Date of filing**