



Office of the Provost and Vice President for Academic Affairs

Procedure to Establish, Restructure or Rename an Academic Unit

In order for Georgia College to advance its institutional mission there may be a need to establish, restructure or rename an academic unit. An academic unit is defined as a program, department, school, or college. The process of establishing, restructuring or renaming an academic unit shall include a series of steps. The first two steps focus on encouraging a conversation among the faculty, dean and provost about the proposed unit. Following that, information is provided about developing a formal request. The concluding steps, include a number of reviews that lead to a final recommendation to the President.

Specifically,

Step I

The faculty, department chair(s) and college Dean(s) and Provost discuss the prospectus for the establishment/restructuring/renaming of an academic unit(s), focusing on its viability and rationale.

Step II

Following these conversations, the Provost decides if the prospectus is appropriate. If deemed appropriate the Provost then authorizes the development of a formal request.

Step III

Following this approval, the proposer(s) of the academic unit prepares a request for consideration by university governance. If the request is to rename, then a rationale is sufficient documentation. In all other cases, the request shall include (1) the rationale, (2) existing and additional resources needed, and (3) source(s) of funding. The request shall address the following:

1. Significance: How does the proposed change positively contribute to the overall mission of the institution? Does the proposed unit duplicate other units?
2. Excellence: How does the proposed change contribute to academic excellence? How is quality met within the proposed academic unit?

3. Student Service: How well does the proposed unit meet the needs of the undergraduate and/or graduate student demand?
4. Cost: Is the proposed unit cost effective? How will these costs be funded? What role does centrality to the mission play if the proposed unit is not cost effective?

In developing the request, the following issues should be considered:

1. Resource Allocation (budget, space, support services).
2. Governance (participation in the university governance system).
3. Faculty and Staff (instructional/administrative).
4. Timeframe (proposed effective date).

Step IV

The request is submitted to the Provost for review who may request revisions.

Step V

The request is reviewed by the Provost. If recommended, it is forwarded to the University President and Cabinet.

Step VI

The University President reviews the request and makes the final decision. Provost informs University Senate via Provost Report.

Step VII

The Office of the Provost announces the final decision to the university.

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