NEW SCHOOL, COLLEGE, OR DEPARTMENT

Academic Affairs Policy Statement No. 18

1. References
   b. Bylaws of the University Council of the University of Georgia, 2005.

2. Policy
   Effective this date and until rescinded, a new school, college, or department shall not be
   established at the University of Georgia unless recommended by the University Curriculum
   Committee in accordance with the Bylaws of the University Council, submitted by the
   President of the University of Georgia to the Chancellor, and approved by the Board of Regents
   of the University System. Policy and implementing guidance outlined herein are applicable to
   all proposals for schools, colleges, or departments at the University of Georgia. The policy
   statement may be reproduced for local use. No provisions stated herein are intended to conflict
   with the Bylaws or the Academic Affairs Handbook.

3. Responsibility
   a. Faculty
      The responsibility for developing a new school, college, or department resides with the faculty
      in each academic unit; however, only schools, colleges, or departments which promise to
      contribute to or otherwise enhance the mission of the University of Georgia should be
      considered for development.
   b. Administrative
      It shall be the responsibility of the faculty developing the proposal for a new school, college, or
      department to ensure that all proposals receive appropriate faculty review prior to submission to
      the next higher administrative level. In order to ensure transparency, affected faculty forming
      the new school, college, or department should vote on the proposal. In addition, faculty
      affected by the establishment of the new school, college, or department should also vote. These
      votes should be recorded separately. A record of the votes should be included in the proposal.
      Both the head of the academic unit and the appropriate dean of the school or college submitting
      a proposal must review all proposals before they are submitted to the next higher administrative
      level. The Senior Vice President for Academic Affairs and Provost shall be responsible for
      reviewing proposals and providing any needed internal and external coordination of
      procedures. This shall include making appropriate recommendations to the President of the
      University on proposals which are transmitted to the Board of Regents for action. The Office
      of the Senior Vice President for Academic Affairs and Provost shall keep unit (library, institute,
      department, school, or college) heads informed of the current status of proposals as they move
      through the review stages required by governance procedures.

   c. Points of contact
      Academic units contemplating the development of a new school, college, or department should
      consult with the Senior Vice President for Academic Affairs and Provost.

4. Procedure
   a. The Board of Regents requires the submission of a proposal in support of a new school,
      college, or department.
b. The proposal for a new school, college, or department should be consistent with the University mission and follow the format provided on the forms attached to this policy.

5. **Routing of Proposals**

All proposals will be submitted directly to the Office of the Senior Vice President for Academic Affairs and Provost. Proposals will be reviewed by the University Curriculum Committee. After approval by the University Curriculum Committee, the proposal will be forwarded to the University Council for consideration. University Council recommendations on proposals are forwarded to the Office of the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration. The President will transmit proposals to the Board of Regents with a recommendation.
The University System of Georgia

FORMAT FOR PROPOSAL FOR A NEW SCHOOL, COLLEGE, OR DEPARTMENT
(Submit three copies)

For assistance in developing a proposal, contact the Office of Curriculum Systems at 542-6358.

Institution______________________________________________________Date____________

Name of Proposed Unit _____________________________________

Starting Date __________________

Unit description and objectives
The description, written in a one- or two-page abstract, is a summary of the proposed unit. It should be in a format suitable for presentation to the Board of Regents and should include the following: the objectives of the unit; the needs the unit would meet; and information related to costs, curriculum, faculty, facilities, desegregation impact, and enrollment. In the description, it must be clear that the proposed unit is central to the institution's mission and a high priority within the institution's strategic plan.

Justification and need for the unit
1. Does the proposed unit further the mission of your institution?
2. Indicate the need for this unit. Describe the process used to reach these conclusions.
3. Give any additional reasons that make the unit desirable (for example, exceptional qualifications of the faculty, special facilities, etc.).
4. Include reports of advisory committees and consultants, if available.
5. If the proposal is for a new school or college, list all public and private institutions in the state with similar units. If no such units exist, so indicate.

Procedures used to develop the program
Describe the process by which the proposal was developed.
Who was involved in the development of the proposal?
Who was allowed to vote? (tenured faculty, non-tenured faculty, adjunct faculty, staff)
What was the vote?
What was the vote of affected faculty in other schools/colleges? Who was allowed to vote in affected units?

Structure and Curriculum
Provide the structure for the new unit. For example, if the new unit is a college, will there be departments within the college? Provide a list of all programs and courses that will be offered by the new unit. Clearly differentiate which programs and courses are existing and which are to be developed.

Inventory of faculty directly involved
For each faculty member, give the following data:
1. Name, rank, and current affiliation;
2. If it will be necessary to add faculty in order to begin the unit, give the desired qualifications of the persons to be added, with a timetable for adding new faculty and plan for funding new positions.

Outstanding units of this nature in other institutions
If the request is for a new school or college, list three outstanding units of this nature in the country, giving location name, and telephone number of official responsible for each unit. Indicate features that make these units stand out. When available, append descriptive literature of the outstanding unit. Indicate what aspects of these outstanding units, if any, will be included in your unit.
Facilities
Describe the facilities available for the proposed unit. How do these facilities and equipment compare to those of units elsewhere? What new facilities and equipment are required, and what is the plan for acquiring these facilities and equipment?

Administration
Describe how the proposed unit will be administered within the structure of the institution.

Fiscal and enrollment impact, and estimated budget

1. Estimate the steady-state cost of the unit (in current dollars) and indicate the percentages from reallocation, student fees, grants, and outside dollars.

2. Estimate start-up costs for the unit and indicate possible funding sources.

Attachments
Provide letters of support from other University units affected by the establishment of the new unit and, in the case of a request for a new school or college, from the deans of all UGA schools and colleges.