

THE UNIVERSITY OF TENNESSEE

GUIDELINES FOR PROPOSING CHANGES IN ACADEMIC UNITS

Academic Unit Changes that must be approved by THEC

In accordance with Chapter 179 of the Legislative Act creating the Higher Education Commission in 1967, the Commission has the statutory responsibility to review and approve new academic programs, off-campus extensions of existing academic programs, new academic units, and new instructional locations for public institutions of higher education in the state of Tennessee.

All proposals for changes in academic units must be approved, at a minimum, by the Vice President for Academic Affairs and Student Success. Depending on the magnitude of the change, some changes will require Board of Trustees and/or THEC approval as well.

Examples of Academic Unit Changes that Require Approval

Establishment of new academic units.

Establishment of institutes and/or centers within existing academic units, bureaus, etc.

Renaming of an academic unit or units.

Consolidation of existing academic units.

Procedures

Prior to any change in academic units, the Chancellor or Vice President must notify the UT System Vice President for Academic Affairs and Student Success. This notification should be accomplished as early as possible in the planning phase. The “intent to plan” notice should include the following:

1. The nature, purpose, and scope of the intended action.
2. The expected date upon which the completed proposal will be submitted.
3. The intended implementation date.
4. A statement of total estimated cost for the proposal and anticipated

source of funding.

- Campus Approval

A proposal for a new academic unit should follow campus approval protocols. Normally, these include check-offs (as appropriate) by the department, college, undergraduate/graduate council, faculty senate, academic/student affairs officer, etc.

- Proposal Development and Process

If the Vice President for Academic Affairs determines that the proposed change requires THEC approval, the campus must complete a formal proposal. A template has been developed and is included as Appendix B. Drafts of the proposal should be shared with the Vice President for Academic Affairs and Student Success as they evolve. The Vice President for Academic Affairs and Student Success works with THEC throughout the process and keeps the campus apprised of the status of the proposal.

Appendix B

Format for Proposals for Changes in Academic Units

The University of Tennessee

Campuses must notify the vice President for Academic Affairs of their intent to propose a change in academic units. This should be accomplished as early as possible in the planning phase. If the proposed change is of a magnitude that it requires THEC approval, the following template should be completed.

Campuses will be advised by the Vice President for Academic Affairs and Student Success if the following template is required.

The University of Tennessee

PROPOSAL FOR THE ESTABLISHMENT OF A NEW ACADEMIC UNIT OR
CONSOLIDATION OF EXISTING ACADEMIC UNITS

Submitted by _____
Institution Submitting Proposal

Submission Date _____

College, School or Division _____

Name of Department/Academic Unit _____

Type of Change (Check all that apply)

- Title change only
- Creation of New Academic Unit
- Consolidation of Existing Units
- Other (please explain)

Proposed Starting Date _____

THE PROPOSAL MUST ADDRESS THE FOLLOWING CRITERIA

A. Mission

The change should be consistent with the approved Mission Statement of the institution. Institutional commitment of resources should be consistent with the centrality and level of priority as described in the proposal.

1. Present the goals of the change and relate each to the institution's Mission Statement and other pertinent documents (e.g., master plan). From your campus's most recent approved Mission Statement, include the specific citation under which this change is being proposed (i.e., under which campus goal(s) and objective(s) will the proposed change fit?).

2. Present the specific objectives of the proposed change. The objective should be stated in a manner to provide for later performance review and evaluation by the institution. Objectives may include specification of the target clientele along with projected student outcomes: academic, professional, personal, societal and any other intended outcomes in areas such as research and public service.

3. Take care to show how the proposed change is consistent with the THEC statewide Master Plan.

B. Demand/Need for the Proposed Change

Evidence should be provided that a proposed new unit contributes to meeting the priorities/goals of the institution's academic or master plan and why the institution needs that change. Evidence should show need sufficient to justify institutional allocation/reallocation of state resources.

C. Faculty

Current and/or anticipated faculty resources should ensure a program of high quality. The number and qualifications of faculty should be consistent with external standards where appropriate.

1. Faculty currently employed: Complete Table 1 below, providing the requested information on all currently employed faculty who will teach in the unit. Do not include faculty who will teach support courses such as general education curriculum requirements.

TABLE 1 CURRENT FACULTY					
Name of Faculty	Highest Degree Earned	Total Years Teaching Experience	Years Teaching in this Institution	Area of Degree Specialty	Full-Time or Part-Time in Program
Total FTE Current Faculty in Program:					

2. Faculty resumes (place in an appendix): for each faculty member in above table, provide resumes which include the following information:

- a. Name, academic rank, educational background, academic specialty, and academic and other related experience.
- b. Publication citations for the past five years.
- c. Professional activities and awards.
- d. For graduate programs, indicate the amount of experience in teaching graduate courses and in directing theses or dissertations.

3. New faculty required: Complete Table 2 below providing information on the desired credentials of each new faculty needed in the proposed unit.

TABLE 2 NEW FACULTY					
Number of Faculty Needed	Highest Degree Earned	Anticipated Rank/Experience Desired	Area of Degree Specialty	Year of Program to Be Employed	Full-time or % Part-time in Program
Total FTE New Faculty Needed in Program:					

D. Administration/Organization

The organizational place and the administrative responsibility for the unit should be clearly defined and designed to promote success of the relevant academic programs.

Administrative Resources

1. Location of unit in administrative structure
 - a. Specify the name of the department and/or division housing the new unit.
 - b. Show how this department, etc., is located in the larger organizational structure of the institution.
2. Unit Administrator
 - a. Indicate the title (e.g., Chairperson, Director, Coordinator) of the person who will have immediate responsibility for administering the unit.
 - b. If this administrator is yet to be hired, indicate the projected hiring date.
 - c. Indicate the percentage of time required by the administrator.

E. Support Resources

All other support resources—existing and/or anticipated—should be adequate to support a high-quality program within the proposed unit. The proposal should include clear statements of non-faculty personnel needed, equipment needed, and arrangements for clinical or other affiliations necessary for the program.

F. Facilities

Existing and/or anticipated facilities should be adequate to support the proposed unit. New and/or renovated facilities required by the proposed change should be clearly outlined by amount and type of space and the costs identified.

1. Indicate any new instructional facilities (lecture rooms, laboratories, etc.) and/or faculty offices needed for the proposed change.
2. Indicate how these new facilities will be provided.
3. Indicate if Capital Outlay requests related to this proposed change will be submitted this year or within the next five years.
4. Instructional Equipment: Itemize any specialized instructional equipment needed for the proposed change and provide the cost of each item over \$500.

5. Support personnel: Indicate any additional clerical or other support personnel required by the proposed change, including the position, employment status (full-time/part-time), salary, and year to be appointed for each person to be hired.

G. Cost/Benefit

The benefit to the state should outweigh the cost of the proposed change. Institutions should estimate the effect on funding caused by the implementation of the change. Detailed costs should be provided. These details should include reallocation plans, grants, gifts, or other external reallocations or from other non-state sources such as gifts and grants, instead of being met from additional formula dollars.

Cost Estimates and Sources of Funding

1. Estimates of Cost: Provide the information requested in Table 3 below. Cost information must accurately reflect one-time and recurring costs over the implementation cycle. Text and information for Table 3 should project new costs to:
 - a. include all those costs incurred as a consequence of initiating the new unit;
 - b. project personnel costs inclusively for every implementation year (i.e., not just each person's first year of employment);
 - c. define recurring costs as actual new costs above what the institution would bear without the unit being proposed;
 - d. if existing full-time faculty are partially reassigned to the proposed unit, project all costs for part-time faculty needed to replace them in the existing unit(s);
 - e. the first fiscal year in which additional funds are to be expended is considered to be the same year in which the change occurs;
 - f. revenue sources should be identified and cited to the extent possible.

Financial Estimate Form

Name of Institution: _____

Proposed Change: _____

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	\$	\$	\$	\$	\$
Equipment					
Library					
Other					
Sub-Total One-time	_____	_____	_____	_____	_____
	\$	\$	\$	\$	\$
B. Recurring Expenditures					
Personnel					
Administration					
Salary	\$	\$	\$	\$	\$
Benefits					
Sub-total Administration	\$	\$	\$	\$	\$
Faculty					
Salary	\$	\$	\$	\$	\$
Benefits					
Sub-total Faculty	\$	\$	\$	\$	\$
Support Staff					
Salary	\$	\$	\$	\$	\$
Benefits					
Sub-total Support	\$	\$	\$	\$	\$
Operating					
Travel	\$	\$	\$	\$	\$
Printing					
Equipment					
Other					
Sub-total Operating	\$	\$	\$	\$	\$
But-Total Recurring	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL EXPENDITURES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
II. Revenue					
Tuition and Fees	\$	\$	\$	\$	\$
Institutional Reallocations					
Federal Grants					
Private Grants or Gifts					
Other					
TOTAL REVENUES	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Notes:

1. Indicate year tuition and fee revenue is expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.

2. Please identify the sources(s) of the institutional reallocations, and grant matching requirements, if applicable.

3. Please provide the sources(s) of the Federal Grant including the granting department and CFDA number.

4. Please provide the name of the organizations(s) or individuals(s) providing grants(s) or gift(s).

5. Please provide information regarding other sources of the funding.