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C. ON-CAMPUS ACADEMIC ORGANIZATIONAL UNITS

2-301 Organizational Changes

Organizational changes to specified academic units require approval by the Academic Affairs Committee (the Committee) prior to announcement and implementation as defined in this policy.

- A. The following academic organizational changes at a university may be implemented without additional approval if they have been included in the academic strategic plan. Changes that have not been listed on the strategic plan must be submitted to the Academic Affairs Committee prior to implementation.
 1. Establishment or disestablishment of any college, school, division, or similar academic unit of a university that offers academic degree programs;
 2. Establishment of any academic department.
- B. The following academic organizational unit changes must be reviewed by the Chief Academic Officers and approved by the Executive Director of the Board prior to announcement and implementation:
 1. Organizational unit name changes;
 2. Disestablishment of any department;
 3. Transfer of an organizational unit from one college to another;
 4. Merger of two or more organizational units.
- C. The Executive Director shall submit to the Board for approval changes of major significance authorized under section B.
- D. The Executive Director shall report to the Committee all of the academic organizational unit name changes authorized by the Executive Director. The agenda shall include an item that provides an opportunity for the Committee to discuss the report and to consider any recommendations.

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- E. All information included in university catalogs concerning academic organizational units must be consistent with Board actions and policies.
- F. A university shall submit all proposed academic organizational changes on a standard request form to the Regents' central office for recommendation by the chief academic officers.
- G. Centers and Institutes: A university shall include in the academic strategic plan a report, in a format determined by the Executive Director, of its general plans/directions to establish, rename, or disestablish centers, institutes, laboratories, or bureaus in the upcoming year. The report will also notify the Committee of any such changes that were implemented in the previous year.
- H. Recommendations to the Board regarding the creation of new academic organizational units identified in section A above that will be funded by reallocation of existing appropriations or by non-state sources shall include information regarding the number of students to be served, the need for the program, the relationship to the institution's Mission and Strategic Plan and the Board's Strategic Plan, the projected budget and source of funds, and the faculty and other positions needed to staff the unit.

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2-302 Descriptions and Definitions of Academic Units

The following descriptions and definitions will be used by the universities to obtain consistency in terminology for new and existing organizational units which encompass teaching, research, and public service programs.

A. Department

1. Offers degrees and course work in a field of study;
2. Has assigned faculty and staff;
3. Is responsible for all major teaching, research and public service in a field of study;
4. Has separate identification in university operating budget.

B. Committee

1. Administers a teaching and research program, usually graduate level and usually results in awarding of degrees;
2. Depends primarily upon cross-listed courses or courses taught by other units;
3. Includes faculty from more than one existing administrative organization;
4. Uses resources, but is not a budget center.

C. Center or Institute

1. Emphasizes research and/or public service;
2. Includes faculty or staff from several disciplines to coordinate research or public service;
3. Disseminates new knowledge or provides technical assistance;
4. Has separate identification in university operating budget;

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5. Has assigned faculty and staff;
6. Is recognized by federal agencies providing budgetary support on a temporary basis;
7. May offer course work and continuing education.

D. Laboratory or Bureau

Laboratory: Primarily for research

Bureau: Primarily for public service

1. Does not offer courses or degrees;
2. Is usually found within a single discipline and established for a specific purpose;
3. Has separate identification in university operating budget;
4. Has assigned faculty and staff.

E. Other Academic Units (office, agency, or unit)

1. Is not necessarily budgeted separately in university operating budget;
2. Coordinates course offerings, research efforts, or public service activities within other approved academic units.