

POLICIES

Issued: April 20, 2017

Responsible Official: President

Responsible Office: Office of the President

Policy Statement

It is the policy of Austin Peay State University that academic reorganization be a collaborative process of colleges, schools, departments, and programs directly related to curriculum and instruction.

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-THEC New Academic Units policy A1.3

Procedures

Academic reorganization includes the creation, division, merger, dissolution or renaming of academic units, departments, schools, or colleges. Academic reorganization does not apply to:

1. The transfer of individuals or individual courses among departments or from one academic unit to another as approved by the appropriate University and college curriculum committees; or
2. The assigning of responsibilities among administrative offices of officers related only tangentially to decisions concerning curriculum or instruction.

Process

1. Recommendations for reorganization are generally initiated by the Provost. In addition, department, school, college heads, or tenured faculty may also submit recommendations to the Provost for consideration. Every submission must be presented in writing and consist of the following information:

- a. specific suggestions for reorganization;
 - b. a rationale for the recommendations to include:
 - i) a statement of the circumstances or events that prompted the recommendations;
 - ii) objectives to be accomplished by the recommendations;
 - iii) anticipated costs associated with the recommendations and possible funding sources; and/or
 - iv) impact on degree programs in the current academic inventory.
2. The Provost's Office will post all suggestions to the APSU Academic Affairs website. Interested persons will then have the opportunity to submit comments to the Provost.

All suggestions and comments received in the Provost's office will be forwarded to the Deans' Council

- a. If more than one proposal has been submitted to the Provost, the Deans' Council will determine the extent of overlap among the proposals. If the recommendations contained in the several proposals are not overlapping (that is, they do not affect the same component), the proposals can go forward as one reorganization proposal with discrete components that can be considered wholly or separately.
 - b. If the several proposals are on the same subject and are such that the overlaps cannot be combined or reconciled into a single proposal, the Deans' Council will prioritize the proposals as they deem appropriate and send the proposal of highest priority forward.
 - c. Only one proposal stemming from a and/or b above goes forward.
 - d. The proposal developed by the Reorganization Proposal Review (RPR) Committee in c above is to be submitted to the Provost and the President.
3. The Provost submits the proposal to: 1) all faculty; 2) the President of Faculty Senate; 3) the SGA President, who distributes it to members of the SGA; and 4) all members of the University Curriculum Committee.
4. The Faculty Senate, the SGA, and the University

Curriculum Committee may elect to file a report to the Provost that should include, but is not limited to, the degree of support that exists for the proposal, any specific proposed amendments to the proposal, and the rationale for those proposed amendments.

5. The Provost submits a recommendation to the President regarding the action to be taken on the resulting reorganization proposal along with relevant documentation, e.g., a report from the Faculty Senate President, rationale for the proposal provided by the University Curriculum Committee, reports from Deans, etc.
6. If the President accepts the proposal in whole, in part, or with amendments, the President and the Provost prepare appropriate paperwork for any program and budget approvals required by the APSU Board of Trustees and the Tennessee Higher Education Commission (THEC) and send the proposals to them for review as necessary and consistent with their respective due dates. “Minor” reorganizations of academic units that award credit (such as moving a department from one college to another college) does not require approval of APSU Board of Trustees or THEC. Significant reorganization of academic units that award credit (such as elevating the School of Nursing to the College of Nursing) requires approval of APSU Board of Trustees and THEC. Significant reorganization includes one or more of the following criteria:
 - Net increase in the number of academic units;
 - Existing academic unit will be placed at a higher organizational level;
 - Additional costs incurred (such as adding an additional chairperson); and/or
 - Significant change in the activity of the academic unit with or without a name change.

Links

THEC New Academic Units [https://www.tn.gov/thec/article/academic-policies-and-forms-policy A1.3](https://www.tn.gov/thec/article/academic-policies-and-forms-policy-A1.3)

Revision Dates

APSU Policy 2:009 – Rev.: April 20, 2017
 APSU Policy 2:009 – Rev.: January 14, 2016
 APSU Policy 2:009 – Rev.: November 2, 2006
 APSU Policy 2:009 – Issued: May 11, 2004

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file