


**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2:009	Supersedes Policy Number: 2:009
Date: June 26, 2001	Dated: May 24, 1999
Subject: Collaborative Process for Academic Reorganization and Reidentification of Colleges, Departments, and Programs Directly Related to Curriculum and Instruction	
Initiating Authority: President	TBR Policy/Guideline Reference: Policies 1:03:02:00, 2:01:01:00; Guideline A-010
Approved:  President	

Philosophy

The organization and supervision of instruction and curriculum are critical issues for the University and should involve thorough consultation among faculty and academic administrative officers. Therefore, academic reorganization and reidentification of such programs and academic departments, colleges, and programs will include full communication and collaboration, as outlined in this policy.

This policy is in compliance with all related TBR Policies and Guidelines, specifically, TBR Policy Nos. 1:03:02:00, 2:01:01:00 and Guideline No. A-010.

Definition

Academic reorganization and reidentification include:

- (a) the creation, division, merger, dissolution or renaming of academic units, departments, or colleges;
- (b) the realignment of academic administrative offices and responsibilities directly affecting instruction or curriculum among colleges or among departments and programs within colleges.

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Process

Proposals for academic reorganization and reidentification can be submitted from an academic unit (faculty teaching a collection of courses in a program, department, major, or minor); academic dean; the Vice President for Academic Affairs (VPAA); or the President. All proposals will adhere to the following process:

PROCESS (a)

TIMETABLE (b)

1. A written proposal is submitted to or initiated by the VPAA. The written proposal must include: (a) the background of the reorganization proposal; (b) the current situation; (c) issues that led to the development of the proposal; (d) perceived advantages and disadvantages that the reorganization proposal would bring to the campus; (e) the alternatives to achieving the advantages; (f) the estimated cost of each alternative; (g) the recommended alternative; and (h) possible source of funds for estimated cost. (c) First Monday in October
2. The VPAA will share a copy of the proposal with the President. As necessary and appropriate in terms of TBR policy, the VPAA and President will confer with Tennessee Board of Regents (TBR) staff. Second Monday in Oct.

3. The proposal will be forwarded by the VPAA's office to all affected areas. Along with the proposal, additional information may be added by the President or Vice President for Academic Affairs. (c) Third Monday in October
4. After consideration of the proposal, the affected areas will submit to the appropriate academic deans the following: (a) the degree of support for change, and the rationale; (b) any written minority reports; and (c) separate reports from unit administrators/department chairpersons. (c) Second Monday in Nov.
5. After consideration of the proposal and accompanying reports, the academic dean will submit to the VPAA a report on the degree of support for the proposal and the rationale. Included in that report will be all paperwork forwarded from impacted areas. (c) Third Monday in Nov.
6. The VPAA will submit the proposal(s) to the Academic Council for review and discussion. The Academic Council will share with the VPAA its degree of support for the proposal(s) and the rationale. Submitted for December meeting of Academic Council
7. The VPAA will submit to the Faculty Senate all documentation generated concerning the proposal(s) in preparation for review by the Faculty Senate. Third Monday in Jan.
8. The Faculty Senate considers proposal(s) and makes recommendations to the VPAA. Feb. meeting of Senate
9. After review of all documentation coming from the affected areas and the recommendation from the Faculty Senate, the VPAA will submit a recommendation on the Last Friday in Feb.

proposal to the President, with all supporting documentation.

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| 10. The President will make a decision regarding the proposal, taking into account the earlier reviews, documentation and recommendations. | Second week of March |
| 11. After conferring with the President, the VPAA will communicate to the affected units and the Faculty Senate the decision and rationale concerning the proposal. If the decision involves a change in organization, a plan for implementation will be included in the communication by the VPAA to the affected units and the Faculty Senate. | March meeting of Senate |
| 12. The VPAA and President prepare appropriate paperwork for any program and budget approvals required by TBR and the Tennessee Higher Education Commission (THEC). | April, May |
| 13. Review by the TBR and THEC | June, July |
| 14. Implementation of changes in academic organization and/or identification | Start of academic year following all required TBR & THEC approvals. Implementation may be delayed until the onset of a later semester if TBR/THEC approvals are delayed, or if more planning time is necessary on campus to ensure full communication and successful implementation. |

Footnotes:

(a) A proposal may be withdrawn by the initiator at any step during the process.

(b) Timelines have been established to ensure appropriate review

and consultation with all of the appropriate individuals and groups on the campus and to comply with the appropriate external reviews for changes requiring TBR and THEC approval. In certain rare and exceptional cases, the starting date for the process (i.e., Step 1) may be modified, with the review process accelerated. However, all steps must be adhered to in the sequence presented in this policy. Such changes to the timetable must have prior approval by the President.

(c) Alternate proposals may only be developed by parties involved in Steps 1-5. If all parties agree to a compromise proposal, it alone will be forwarded to the next level. If a compromise is not approved, all proposals will be forwarded to the next level. After the completion of Step 4, no alternate proposals will be accepted for review.