

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

Policy Number: 2:009	Supersedes Policy Number: 2:009
Date: November 2, 2006	Dated: May 11, 2004
Subject: Academic Reorganization and Reidentification	Mandatory Review Date: November 2, 2011
Initiating Authority: President	TBR Policy/Guideline Reference: 1:03:02:00, 2:01:01:00, Guideline A-010
Approved:	President: Signature on File

The following is designed to be a collaborative process for academic reorganization and reidentification of colleges, departments, and programs directly related to curriculum and instruction.

Academic reorganization and reidentification include the creation, division, merger, dissolution or renaming of academic units, departments, schools, or colleges. Academic reorganization and reidentification 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;
2. the appointment of an interim administrator holding a post temporarily during a regular search proceeding according to APSU policy;
3. 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.

- iv) impact on degree programs in the current academic inventory.

Due Date for #1: July 1\*

- 2. The Provost's Office will post all suggestions to the APSU Academic Affairs website by August 1. Interested persons will then have the opportunity to submit comments to the Provost.

Due Date for #2: September 1

- 3. All suggestions and comments received in the Provost's office by the due date for #2 will be forwarded to the Reorganization Proposal Review Committee (RPR Committee). This committee will consist of four representatives selected by the Deans Council; four representatives selected by the Faculty Senate; two representatives selected by the Academic Council; two staff representatives from Academic Affairs selected by the Staff Council; and two student representatives (one graduate and one undergraduate) selected by the Student Government Association. The committee will be appointed by September 1.

- a. If more than one proposal has been submitted to the Provost, the RPR Committee 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 RPR Committee members 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.

The proposal as developed by the RPR Committee in c above is to be submitted to the Provost and the President.

Due Date for #3: (RPR Committee Proposal): September 15

- 4. The President, at her/his discretion, discusses the proposal with the staff of the Tennessee Board of Regents (TBR) for a preliminary review to determine if the proposal is consistent with TBR policy. If the proposal is not in violation of TBR policy, the President may opine on the subject and recommend 1) that the proposal move to step five, or 2) that the proposal be remanded to the RPR committee for further review of its merits. If it is remanded to the RPR Committee, the committee at that time has the right to determine whether or not the proposal shall move forward.

Due Date for #4: September 30

- 5. The Provost submits the proposal to: 1) all members of the Deans Council, who distribute the proposal to each of their 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 Academic Council.

Due Date for #5: September 21

6. Deans Council, Faculty Senate, the SGA, and the Academic Council 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.

Due Date for #6: October 7

7. 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 Academic Council, reports from Deans, etc.

Due Date for #7: October 20

8. 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 Tennessee Board of Regents (TBR) and the Tennessee Higher Education Commission (THEC) and send the proposals to them for review as necessary and consistent with their respective due dates.

\* If any of the due dates fall on a non-working date, the next working date will be considered the appropriate due date. In all cases, the President has the right to waive deadline dates if necessary.