**California State University, Long Beach Policy Statement**

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DATE**

 **Establishment and Dissolution**

**of Departments and Academic Programs

(This policy supersedes Policy Statements 95-19, 80-12 revised and 88-01)

This policy, recommended by the Academic Senate at its meeting of DATE,
received the concurrence of the President on DATE.**

**1.0 Purpose Statement.**

This policy provides the process for:

* 1. establishment, consultation, and any appeal relative to the formation of a new department or academic program,
	2. transfer of a department or program or part thereof from one college to another or within a college,
	3. dissolution of an existing department or program, or
	4. merger of two or more existing departments or programs.

**2.0 Definitions.**

2.1 Department. Except in extraordinary instances, for which special justification shall be required, an academic department shall meet the following criteria:

A. A minimum of six tenured or tenure track faculty, three of whom must be tenured. Faculty members with joint appointments qualify as department members. (See 3.0)

 B. Offers at least one major in a discipline recognized by the U.S. Department of Education.

2.2 Program. Except in extraordinary instances, for which special justification shall be required, an academic program shall meet the following criteria:

A. Memoranda of understandings (MOUs) with departments devoting a minimum of two tenure track or tenured faculty to the program each year or a minimum of one tenured or tenure track faculty member. Faculty members with joint appointments qualify as program members. (See 3.0)

B. Offers at least one major or minor in a discipline recognized by the U.S. Department of Education.

C. Programs can be housed in a department, college or school

2.3 School. Within this document, a school shall be considered equivalent to a department.

2.4 Throughout this document the words council, dean, and college shall be understood to be plural whenever more than one college is involved.

**3.0 Application.**

The status of any department or program in existence on the effective date of this policy shall not be changed solely because it no longer meets the faculty minimums above.

**4.0 Initiation.**

The actions specified in section 1.0 may be initiated by faculty who are or would be members of new, merged, transferred, or dissolved department or program; by the college council with jurisdiction over such department or program; or by the college dean with such jurisdiction. If a program spans more than one college (through MOUs), then the above is understood to include all college councils and deans from each college with faculty devoted to the program.

**5.0 Preparation of proposal and study.**

Those initiating an action specified in section 1.0 shall prepare a proposal supported by a comprehensive study that shall include at least the following elements in detail:

5.1 Justification for the proposed action;

5.2. Identification of affected parties;

5.3 Fiscal impact of the proposed action, including but not limited to: staff positions, classroom and office allocation, and resources for chairs/program directors;

5.4 Impact on personnel and faculty entitlements;

5.5 Changes to existing curriculum and proposed or existing accreditation;

5.6 Where appropriate, the conformance of the proposed action with the definitions in section 2.0 of this policy.

Any actions not specified in a particular proposal cannot be negotiated without starting the procedure again. Only one proposal for the same action may be a considered at a time. Initiators of the proposal can withdraw the proposal at any time in the process by submitting written notice of the withdrawal to the affected dean and college council.

**6.0 Initial distribution and review.**

6.1 Initial distribution of the proposal and study. The complete proposal shall be initially distributed to the following bodies simultaneously:

Faculty and staff of the affected departments or program

Faculty council of the affected college

Administrators of the affected college

The Academic Senate Executive Committee

6.2 Initial review of the proposal and study

Any of the above groups can return the proposal to the initiator for revision within 22 academic days if the proposal does not include the items specified in section 5.0. Subsequently revised proposals shall be redistributed to the same bodies simultaneously. The proposal may only be returned to the proposers once for revision.

After the 22-day review period or after one cycle of revision if needed, the initiators then send the proposal to the affected department or program for a vote.

**7.0 Voting.**

7.1 Voting in the department or program.

A. Tenured and probationary faculty members in the department or program referred in Section 4.0, including individuals who are on authorized leave status, are eligible to vote. Participants in the Faculty Early Retirement and Pre-Retirement Programs are also eligible to vote, regardless of time base and semester of employment. Faculty members of the department or program referred in Section 4.0 who have a Management Personnel Plan (MPP) assignment and teach at least six (6) weighted teaching units (WTUs) within the department or program each semester during that academic year are eligible to vote. Lecturers with three (3)-year contracts and a time-base of at least .5 (7.5 WTUs) in the department or program referred in Section 4.0 in the semester that the vote is held may also vote.

If faculty in more than one department or program are subject to the action referred to in 1.0, the faculty subject to such action shall vote separately in each of the departments or programs. A final vote or votes must be taken within 22 academic days from the date the initiators send the reviewed or revised proposal to the faculties. A written notice from the department chair or program director to the initiators will automatically extend the voting period once only for an additional 10 academic days.

 B. The initiator(s) of the action referred to in section 4.0, if not member(s) of an affected

 department or program, may be invited by the faculty to participate in the deliberations outlined in section 7.1.A.

 C. The faculty vote count, a written rationale to recommend or reject, and a minority report if

 needed, shall be forwarded to the college council(s).

7.2 Voting in the college council(s)

 A. The college council(s) referred to in section 4.0 shall meet to consider the proposed action and

 shall vote to recommend or reject the proposed action. If faculty in more than one college are

 subject to the action referred to in 1.0, each college council subject to such action shall vote

 separately. A final vote or votes must be taken within 22 academic days from the date the council

receives the report(s) as specified in 7.1.C. A written notice from the council to the initiators and the involved department or program will automatically extend the voting period once only for an additional 10 academic days.

 B. The initiator(s) of the action referred to in section 4.0 may be invited to participate in the

 discussions of the college council.

 C. The council vote count, a written rationale to recommend or reject, and a minority report if

 needed, shall be forwarded to the college dean.

**8.0 Actions.**

8.1 Consensus. If the department or program, and council(s) make the same recommendation and the dean(s) agrees with them, the proposal and accompanying documents shall be forwarded to the Curriculum and Educational Policies Council, Faculty Personnel Policies Council, and the University Resources Council via the Academic Senate Executive Committee for simultaneous review within 22 academic days. The Senate shall review all recommendations from all levels and vote to recommend or reject the proposal. The Senate shall forward all documents to the Provost for review. If the Provost concurs, the dean shall implement the proposal.

8.2 Disagreement. If the dean disagrees with the recommendations from the department or program and/or council, they shall consult in person with the disagreeing parties in the next 22 academic days (following 7.2.C). If disagreement persists after this consultation, the recommendations of all parties shall be forwarded to the Curriculum and Educational Policies Council, Faculty Personnel Policies Council, and the University Resources Council via the Academic Senate Executive Committee for simultaneous review within 22 academic days. The Academic Senate shall review all recommendations and vote to recommend or reject the proposal. The Academic Senate shall forward all documents to the Provost for review.

8.3 The Provost shall review the matter and the Provost’s decision and rationale shall be made public to the Academic Senate along with the decisions of all other parties.

**9.0 Implementation.**
9.1 The Provost shall delay implementation of the decision until all elements of this policy have been followed.

9.2 Implementation of the final decision must be made effective at the beginning of the subsequent academic year.

**EFFECTIVE: \_\_\_\_\_\_\_\_**