

Proposed Codification for UWM Policies & Procedures 4.01 (Broad Guidelines for Proposals to Create, Substantially Restructure, or Discontinue Departments)

Rationale

As noted below, the current wording of UWM P&P 2.01 and 4.01 charges the Academic Program & Budget Committee (APBC) with developing broad guidelines for creating, substantially restructuring, or discontinuing schools/colleges (2.01) and departments (4.01). Pursuant to this charge, APBC undertook during the 2002/03 academic year the development of these broad guidelines. For each chapter, the paragraph of the revised text would replace the paragraph of old text, as indicated below. In addition, APBC developed a template pertaining to proposals to create, substantially restructure, or discontinue schools/colleges and departments. The template would be codified as a Selected Academic and Administrative Policy, so as to become a permanent part of this process. The template outlines the particular way the creating, substantially restructuring, or discontinuing of the academic unit will affect untenured faculty, tenured faculty, staff, students, and others. The template will provide a standardized means of routing proposals through the campus approval matrix, thereby ensuring the widest possible consultation between the school/college academic planning committees and all departments and faculty involved. The APBC-proposed codification and template were reviewed by both the University Committee and Codification Committee. The Codification Committee recommended changes, which were reviewed and supported by the APBC. This proposed recodification of UWM Policies and Procedures 2.01 & 4.01 and the template now come before the Faculty Senate for approval.

Academic Planning and Budget Committee  
Jay Moore, Chair

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**Proposed Codification from APBC for Policies & Procedures 4.01**

4.01 Department: Defined

A department shall consist of a group of faculty members recognized by the faculty (Faculty Senate) and the Chancellor as dealing with a common or closely related disciplinary or mission-oriented interest. A department shall be created, substantially restructured, or discontinued with the approval of the Faculty Senate and the Chancellor. Prior to submission to the Faculty Senate, proposals to create, restructure, or discontinue a department shall be sent to the University Committee for referral to the appropriate committees for their review and recommendations.

Schools or colleges not organized into departments shall operate as departments or organize into appropriate sub-units for the purpose of Chapter 4.

*Broad guidelines for creating, substantially restructuring, or discontinuing a department shall be developed by the faculty Academic Planning and Budget Committee. The special needs of affected untenured faculty shall be considered. The procedures shall provide for proposals to originate at any level of the institution and for the widest possible consultation between the school/college academic planning committees and all departments and faculty involved.*

**REPLACE ITALICIZED WORDING WITH THE FOLLOWING:**

**Guidelines for creating, substantially restructuring, or discontinuing a department(s) have been developed by the Academic Planning and Budget Committee. Proposals to create, substantially restructure, or discontinue department(s) may originate at any level of the institution. The template for submitting such proposals to the University Committee is available from the Secretary of the University.**

(Document 2034, 4/18/96 & Revised, 5/9/96, UWM Administration approval, 7/2/96)