

Tennessee Technological University
Policy No. 227



Effective Date: July 1, 2017

Policy No: 227

Policy Name: New Academic Units

I. Purpose

This policy establishes an approval process for new academic units at Tennessee Tech, consistent with the corresponding policy (A1.3) of the Tennessee Higher Education Commission (THEC).

II. Review

This policy will be reviewed every four years or whenever circumstances require review, whichever is earlier, by the Senior Associate Provost or the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees.

III. Scope

For purposes of this policy, new academic units subject to this policy include academic colleges, departments, and schools.

IV. Definitions

College: An instructional unit within Tennessee Tech that usually includes several academic departments or schools and is usually administered by a dean.

Department or School: An instructional unit encompassing a discrete branch of study or organized around common and similar academic areas and is usually administered by a department chair or director.

V. Policy/Procedure

- A.** Tennessee Tech hereby adopts THEC Policy A1.3: New Academic Units, as may be amended from time to time.
- B.** The establishment of a new department/school must undergo University and Board approval processes at Tennessee Tech:
 - 1.** An academic college requesting a new department/school should seek initial approval from the Provost's Office.
 - 2.** Following initial approval, the academic college requesting a new department/school must prepare a request for a new unit that addresses all criteria outlined in THEC policy A1.3.
 - 3.** The academic college requesting a new department/school will submit the request to following offices/committees for review and approval:
 - a.** Academic Council
 - b.** Administrative Council
 - c.** Provost and Vice President for Academic Affairs
 - 4.** The Provost's Office will send the approved request to the Tennessee Tech Board of Trustees (Board) for review and approval.
- C.** The establishment of a new college must undergo University and Board approval

processes at Tennessee Tech:

1. The Provost's Office should seek initial approval from the President for the establishment of a new college.
2. The Provost's Office must prepare a request for a new unit that addresses all criteria outlined in THEC Policy A1.3.
3. The Provost's Office will submit the request to following offices/committees for review and approval:
 - a. Academic Council
 - b. Administrative Council
 - c. President
4. The Provost's Office will send the approved request to the Board for review and approval.

- D.** Reorganizations involving more than one academic unit require THEC approval if at least one of the following occurs:
1. Net increase in the number of academic units
 2. An existing academic unit will be placed at a higher organizational level (e.g., the upgrading of a department to a college or school).
 3. Additional costs incurred (e.g., adding a new chairperson in addition to current administrative staff).
 4. Significant change in the activity of the academic unit with or without a name change.

The same University and Board approval processes outlined in Section B (for department/school) or Section C (for college) are applicable to the reorganization of academic units.

- E.** After the Board's approval, the Provost's Office will submit the approved request for a new unit or for reorganization of a unit with a letter of support from the President/Provost to THEC for review and approval.
- F.** Renaming an existing academic unit where there is neither a significant change in activity nor a significant change in organizational level does not require THEC approval.

VI. Interpretation

The Provost or his/her designee has the final authority to interpret the terms of this policy.

VII. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(B); THEC Policy A1.3 New Academic Unit

Approved by:

Academic Council:	February 22, 2017
Administrative Council:	February 22, 2017
University Assembly:	April 19, 2017
Board of Trustees:	March 23, 2017