



Department Restructure Process

Departments may propose a restructure at any point during the academic year to Academic Senate. Examples of restructures include, but are not limited to, renaming a department, moving a discipline from one department to another, splitting a department by grouping disciplines, merging departments, or merging disciplines into a new department. Whenever such a restructure is proposed by faculty, the following process shall be used.

Written Proposal

- The formal written proposal must be submitted to and recommended by the Academic Senate which shall be reviewed by the Executive Board of the Academic Senate first. Consultation with the faculty bargaining unit must take place before the proposal is submitted to College Council. Once College Council approves the proposal, the restructure may take place in a future semester.
- The formal written proposal shall include the following:
 - Rationale for the restructure
 - **At least 2/3 Full-Time** Faculty support from the disciplines involved
 - Department Chair support
 - Confirmation of Dean(s) and Vice President of Instruction (VPI) consultation
 - Confirmation of Union Consultation
 - Clear delineation/description of where each discipline/prefix/minimum qualification should be housed after the restructure
 - Desired start semester
 - Designated Department Chair(s) or nominee(s) if proposing the creation of a new department.
 - **Proposed name(s) of department(s) after restructure, if applicable**
- Other information that may be included:
 - Support from the Dean(s) and VPI is strongly recommended because it may be needed for College Council approval
 - Evidence of similar colleges or universities that have a similar structure that is being proposed
 - Evidence of similar naming conventions used at similar colleges or universities
 - Evidence the new structure will result in departments that can be fully functional to meet committee service needs

Timeline

- At least two reads at the Executive Board of the Academic Senate



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- At least two reads at Academic Senate
- At least two reads at College Council

This process is written based on past practice.

Proposal Start: 2025-26 academic year

Recommended by Academic Senate Executive Board 2/19/2025

Approved by Academic Senate:

DRAFT