

**ORGANIZATIONAL UNIT CHANGE FORM**

***(Revised November 2018)***

**DIRECTIONS**: *Use this form when proposing a change to a school, college, center, institute or other organizational unit that is the result of a significant reorganization of existing units, consolidation, or change in mission. Internal administrative changes, including but not limited to the addition or elimination of departments, do not require approval by the Academic Affairs Council or the Board of Regents.*

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| ***Date of AAC Approval:*** |

**DATE OF REQUEST**:

**INSTITUTION**:

|  |
| --- |
| ***Date of Board Approval:*** |

**CURRENT UNIT NAME:**

**PROPOSED UNIT CHANGE:**

**EFFECTIVE DATE OF CHANGE:**

**PART 1**

1. **Brief description of proposal**

1. **Justification for proposed change in existing program or structure**

1. **Relationship to other programs or units within the institution and system**

1. **Estimate of resources needed for proposed change (personnel, library holdings, facilities, equipment)**

1. **Estimated annual financial impact of proposed change**

**PART II**

1. **Description and mission of unit as proposed for change**

1. **Statement of objectives**

1. **Plan for assessment of objectives**

1. **Contribution and relationship of proposed change to the following –** 
   1. **Institution mission**

* 1. **Campus strategic plan**

* 1. **College strategic plan**

* 1. **Other programs in the institution**

* 1. **Other related programs in the System**

1. **Evaluation of need for the proposed change**

1. **Procedures used to arrive at the decision to make the proposed change**

1. **Capability within the following areas to make the proposed change –**
   1. **Faculty strengths**

* 1. **Organizational arrangements that must be made within the institution to accommodate the unit**

1. **Resource Analysis – proposed source of funds necessary for the proposed change (enrollment-generated state funds, reallocation of existing funds, grants, other state funds)**

1. **Estimated budgetary and financial ramifications that may result from the proposed change**

1. **Impact of proposed change on institution’s existing resources**

*Please attach any supporting documentation (i.e. support letters from community, industry).*