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| This document must be submitted as a separate electronic document with the *NSHE Organizational Unit Elimination Form*. The *NSHE Organizational Unit Elimination Form* is used to eliminate an organizational unit, center, institute, school, or college. Institutes and centers must also submit all forms to the Council for Centers, Institutes, Museums, & Labs (CCIML). Upon approval from the CCIML, all forms are submitted to the Vice Provost for Academic Programs.  This change has to be approved by the NSHE Academic Affairs Council (AAC) and the Board of Regents (BOR). | | | |
| 1. **General Information** | | | |
| Organizational unit to be eliminated: | | | |
| Unit in which it resides: | | | |
| Proposed effective date: | | | |
| Proposer name: | | | |
| Campus phone: |  | Email address: |  |
| Date: | | | |

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| 1. **Items Required for Submission to be Complete:** |
| If there are faculty in the unit, complete the following information on the vote:  Date of faculty vote  Number of affirmative votes       Number of negative votes       Number of Abstentions |
| Dean’s letter of support |
| This coversheet (after all signatures are obtained, scan and submit electronically). |
| Completed *NSHE Organizational Unit Name Change Form*, ***which must be submitted in Word format,*** and any supporting documentation. |
| Chair/Director approval (if this change is brought forward by anyone other than a chair/director). |

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| 1. **Signatures** |
| Chair/Director approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |
| Dean approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |
| 1. **Dean Submits Electronic Documents to:** vpap@unlv.edu |
| 1. After NSHE Academic Affairs Council approval and Board of Regents approval, a Provost Alert will be issued by the Office of the Executive Vice President and Provost. |