

## Appendix E

### DEPARTMENT ESTABLISHMENT PROPOSAL

#### Submission Packet and Proposal Format

#### **PART 1. Department Establishment Proposal Submission Packet**

The overseeing academic dean submits a completed new department proposal packet to the Campus Provost and Executive Vice Chancellor. The dean's transmittal letter should clearly identify any department resource needs and their anticipated funding sources. The campus policy is to require commitment letters from all principal officers contributing primary resources to the proposed department. Additional endorsement letters may be required contingent on the proposed department's organizational structure. Below are typical examples of complete proposal submission packets. If your proposed program doesn't fit, contact the Vice Provost for Academic Affairs office for guidance.

A completed submission packet should include:

- Department proposal. (see Part 2, below)
- Endorsement letter from the sponsoring faculty to the overseeing dean
- Endorsement and resource commitment letter from the overseeing dean to the Campus Provost and Executive Vice Chancellor.

Completed submission packets for interdisciplinary department proposals offered by faculty from *multiple departments* should also include:

- Endorsement letters from contributing department chairs and divisional deans.

#### **PART 2. Department Establishment Proposal Format**

A proposal for a new department should demonstrate that the new unit meets the four criteria described above in the UCSC guidelines. Use this outline as a framework for the comprehensive proposal.

##### **TITLE:**

A proposal for the establishment of the department of \_\_\_\_\_.

##### **DATE OF PREPARATION:**

##### **SECTION 1. Sustainability, Size, and Rationale**

- a) Identify the faculty proposed for department membership and where their appointment currently resides.
- b) Identify which programs of studies will be offered by the new department. Clearly differentiate between established programs and proposed programs.

- c) Why could the programs not be offered and administered just as effectively within an existing unit, or as an interdisciplinary program?
- d) What required, recommended, and elective courses are to be offered by department faculty and on what schedule?
- e) How will the department cover key courses when faculty go on leave, assume administrative responsibilities requiring course relief, or are absent for other reasons?
- f) What are the department's longer-range goals and aspirations? This statement should form the basis of the department's initial long-range academic plan.

**SECTION 2. Administrative Structure and Self-governance**

- a) How will the program be administered so as to assure its long-term stability? (Address both faculty recruitments and personnel actions.) Append governance bylaws, course load policy, and related documents.
- b) What is the plan for appointment of and succession to the chair?

**SECTION 3. Research and Teaching Distinction**

- a) What is the focus of research and scholarly activity, and how will the proposed unit achieve visibility and distinction?
- b) Specify the assessment criteria of scholarly and creative work in this discipline.

**SECTION 4. Resource Requirements**

- a) What *incremental resources* (faculty and staff FTE, administrative support, space, computing, library facilities, student support, etc.) are required for the operation of the proposed administrative unit?
- b) Of these required resources, which are already available to the prospective department from existing programs and units on campus and which would have to be created or newly allocated?
- c) On what schedule would these resources have to become available over the initial planning period for the new department and what is the divisional commitment to provide for these needs?