APPENDIX E
Department Establishment Proposal

Department Establishment Proposal Submission

The overseeing academic dean submits a completed new department proposal to the Vice Provost for Academic Affairs. The dean’s endorsement letter should clearly commit to department resource needs and their funding sources as described in the proposal. The dean’s letter should address at least the following:

• Faculty FTE total at department establishment and near term projection as described in most recent division or school academic plan.
• Administrative support
• Facilities/space
• Append and address comments received from related or affected departments within the same school or division as the proposed department.

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. Address all topics in the following outline, additional topics or appendices may be added as necessary to fully describe the proposed department.

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, instructional workload 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?