



Campus Administrative Policy

Policy Title: Creating or Renaming Academic Units

Policy Number: 1001A Functional Area: Academic & Faculty Affairs

Effective: June 12, 2023
Date Last Amended/Reviewed: July 15, 2020
Date Scheduled for Review: July 1, 2030
Supersedes: July 15, 2020

Approved by: Donald M. Elliman, Jr., Chancellor

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Reviewing Office: Executive Vice Chancellor for Academic and Student Affairs
Responsible Officer: Executive Vice Chancellor for Academic and Student Affairs

Applies to: CU Anschutz

A. INTRODUCTION

Article 4 of Regent Law requires the Board of Regents (BoR) to approve the formation or discontinuance of academic units. [Regent Policy 4.B.3, Academic Planning and Accountability](#), requires that each campus shall have processes for the development of proposals for new academic units, as well as processes for name changes of academic units. [Administrative Policy Statement \(APS\) 1041: Approval of Academic Units](#) establishes requirements for campus procedures. This campus policy was developed in accordance with the requirements of Regent Policy 4.B.3 and APS 1041.

The discontinuance of an academic unit program should follow the requirements of [APS 1015: Implementing Academic Unit or Degree Program Discontinuance](#) and [Campus Administrative Policy 1025: Academic Program Discontinuance](#).

B. DEFINITIONS

Academic Units: As defined in [Regent Law, Article 4, Part A, Academic Organization and Program Planning](#), academic units are schools, colleges, and departments that roster tenured and/or tenure track faculty and offer at least one degree program.

C. POLICY STATEMENT

1. The establishment of a new academic unit (e.g. school, college, department) must be approved by the campus chancellor. If the unit will offer an academic degree and roster tenured and/or tenure track faculty (thereby meeting the Regent definition of academic unit), the academic unit must also be approved by the BoR.
2. A proposal for a new academic unit must adequately address the information outlined in APS 1041 (reproduced below in Appendix A). Additional information may also be required.
3. The BoR has delegated authority for name changes of all existing departments to the campus chancellor. Name changes of academic units meeting the BoR definition shall be communicated to the BoR through the Vice President of Academic Affairs.
4. The creation or renaming of an academic unit that does not meet the Regent definition does not require BoR approval or notification.

D. PROCEDURES

1. Creating an Academic Unit
 - a) The dean of the school/college¹ submits a proposal, as outlined in Appendix, A, to the Executive Vice Chancellor for Academic and Student Affairs and the Executive Vice Chancellor for Administration and Finance who will determine if any additional information, coordination, and approvals are required.
 - b) Upon approval both by the Executive Vice Chancellor for Academic and Student Affairs and the Executive Vice Chancellor for Administration and Finance, the proposal will be forwarded to the Chancellor for approval. If the unit does not meet the Regent definition of an academic unit, this is the final step in the approval process.
 - c) If the unit meets the Regent definition of an academic unit, the proposal, along with the record of campus reviews and approvals, is sent to the Vice President for Academic Affairs (VPAA) for the University of Colorado. Per APS 1041, the VPAA arranges for a presentation to the University Affairs Committee of the BoR, which will issue a recommendation to the full board. The approval of a new academic unit requires an affirmative vote by a majority of the members of the full board.
2. Renaming an Academic Unit
 - a) Proposals for renaming an academic unit must come from the dean of the school/college and include:

¹ In the rare event that a new school or college is being proposed, a proposal will be developed under the oversight of the Executive Vice Chancellor for Academic and Student Affairs.

- i. the justification of the name change;
 - ii. the impact on students and faculty;
 - iii. any reorganization of personnel and implications on budget;
 - iv. any approvals required from school or college committees; and
 - v. any additional input from faculty or other constituents.
- b) The proposal should be submitted to the office of the Executive Vice Chancellor for Academic and Student Affairs and Executive Vice Chancellor for Administration and Finance who will determine if any additional information will be required.
 - c) After their evaluation, the Executive Vice Chancellor for Academic and Student Affairs and Executive Vice Chancellor for Administration and Finance will discuss the proposed change with the Chancellor who has approval authority.
 - d) If the academic department meets the Regent definition of an academic unit, documents supporting the name change will be sent to VPAA for the University of Colorado who coordinates notification of the change to the University Affairs Committee of the BoR. If the academic unit does not meet the Regent definition, VPAA and BoR notification is not required.

Notes

1. Dates of official enactment and amendments:
 - July 15, 2020: Adopted/Approved by the Chancellors
 - June 12, 2023: Policy 1001 was recast into separate policies for Denver (1001D) and Anschutz (1001A).
2. History:
 - July 15, 2020: This campus policy was developed in accordance with the requirement that each campus develop processes for creating and naming Academic Programs as outlined in Regent Policy 4.B.3 and APS 1041.
 - Changes to the Laws and Policies of the University’s Board of Regents (BoR) implemented in 2018 impact the approval process for new academic units and the process for re-naming existing units. Regent Law has always required the approval of academic units, but “academic unit” was not clearly defined and there were no approval procedures described in Regent Law and Policy or any CU System Administrative Policy Statement (APS). [APS 1041, Approval of Academic Units](#), effective in January 2018, states that the BoR shall approve all new academic units and provides procedures for approval. Name changes for academic units had, in practice, been taken to the BoR for approval, but was not

required by BoR policy. 2018 revisions to BoR Policy clarified that name changes require only Chancellor approval with BoR notification.

- June 12, 2023: Policy 1001 was recast into separate policies for Denver (1001D) and Anschutz (1001A). 1001A was further revised to remove references to renaming new degrees. A new policy (1038A) was created to address degree programs. The supplement to policy 1001 (1001S), which provided procedures for new degree program approval, was incorporated into policy 1038A.

3. Initial Policy Effective Date: July 15, 2020

4. Cross References/Appendix:

- Appendix A: Proposals for New Academic Units
- APS 1041, Approval of Academic Units
- Regent Law Article 4, Part A, Academic Organizations and Program Planning
- Regent Policy 4.B.3, Academic Planning and Accountability
- Campus Administrative Policy 1038A: Creating or Renaming Degree or Certificate Programs

APPENDIX A: PROPOSALS FOR NEW ACADEMIC UNITS

As outlined in University of Colorado APS 1041, proposals for new academic units must include the following:

1. Unit description (including educational mission or programmatic focus, research/service mission)
2. Justification for creating a new unit
3. For schools and colleges, academic structure (divisions and/or departments); existing and proposed
 - a. If an academic unit is created based on the reorganization of degree programs and this reorganization results in an existing academic unit (department, school, or college) having no degree program offerings, the proposal for the new academic unit shall address the need for the administrative discontinuance of the existing academic unit.
4. Degree programs
 - a. List degree programs currently offered by an existing academic unit that will be offered by the new unit. For schools/colleges, list by division and/or department.
 - b. List proposed degree programs to be offered by the unit (proposals for new degree programs will follow the campus procedures described Campus Administrative Policy 1038A and University of Colorado APS 1038. For schools/colleges, list by division and/or department. Include timeline for implementation.
5. Academic unit accreditation requirements (if relevant)
6. Administrative structure and leadership
7. Faculty
 - a. Indicate the number of tenured/tenure track and non-tenure track faculty that will initially be rostered in the unit.
 - b. Explain how faculty will be reassigned or recruited to the new unit.
8. Space/facility and/or equipment needs
9. Budget model
 - a. Budget narrative (e.g., sources of revenue, indirect cost recovery distribution model, major expenditure categories)
 - b. Revenue estimates
 - i. Tuition and fees
 - ii. Other
 - c. Expense estimates
 - i. Administrative costs
 - ii. Academic/Instructional costs
 - iii. Space acquisition and/or renovation and equipment
 - iv. Other