

SECTION 13

Department Move

This policy describes the process for proposing and approving department moves.

Application of Guidelines

These guidelines apply if the goal is to move a department from one freestanding school or college to another with no change in the academic programs offered by the department. They also apply if the goal is to move a department from a school embedded in a college into another embedded school or out of any embedded school altogether.

If the departmental move coincides with the creation or termination of academic programs, please also follow the separate Academic Program Approval Guidelines that apply to these programs. These changes should be addressed and a description of the interrelationships of the proposals provided in a cover letter accompanying the department move proposal.

If the departmental move coincides with a change in name of the department, please also follow the Guidelines for a Department Name Change.

If new academic programs are to be created to be housed in the department, these can be approved either at the same time as or later than the departmental move.

Proposal

A department move may be initiated by the department chair, the dean of the college/school of origin or the provost. Proposals for a department move are composed of the following sections: 1) executive summary, 2) description, 3) impact on existing programs and colleges/schools, 4) accreditation, and 5) financial analysis.

1. Executive Summary

1-2 pages that 1) provide a brief overview of the department and its academic programs, 2) highlight the rationale for the move, the expected benefits of the move, and the potential costs of the move) and 3) briefly describe the resources the move will require and shift.

2. Description: This section should contain the following elements:

- A listing of the current academic programs in the department and, if applicable, any anticipated future academic programs.
- A listing of the current personnel – faculty and staff – who will move if the department move is approved.
- An organizational chart depicting any structural changes to both the origin and destination schools/colleges that will result from the move.

- Internal rationale for the department move – include alignment of the department’s academic goals with those of the destination college/school, consistency of the proposed move with the mission and strategic plan of both the university and the destination college/school, and how the move may be expected to enhance the university’s academic reputation and/or competitive position. The rationale should clarify why the destination college/school is a better fit for the department than other colleges/schools at Marquette.
- External rationale for the department move – includes alignment of the move with national, disciplinary, and/or professional norms and trends.
- Goals of the proposed department move, particularly as they relate to improving the student experience.
- Evidence of the level of departmental full-time faculty support for the move in the form of a secret vote.
- Letters by the directly involved deans indicating their level of support for the move.
 - Evidence of communication and feedback in the origin and destination colleges/schools and by the deans of the origin and destination colleges/schools. Deans should solicit feedback broadly from within their colleges/schools about the move and incorporate this feedback into their letters.
 - NOTE: Proposals that lack the support of the department faculty (in the form of a vote) and/or the involved deans can still move forward. In the event that a departmental move is advanced without such support, the proposal must also contain:
 - rationale for proceeding with the move without faculty and/or dean support must be provided in the proposal.
 - Letters from the dean(s) who do not support the move.
- Physical location of the department before and after the move.
- Timeline for the move and rationale for the timeline.

3. Effect of the move on existing programs and colleges/schools

Explain and address the anticipated impact of the department move on the following:

- Other academic programs in the origin and destination college/school and on campus-based partners
- The leadership structure of the origin and/or destination colleges/schools
- Courses currently offered by the department
- Student enrollment in the origin and destination college/school. This should be done in consultation with Enrollment Management.
- Admissions standards and academic requirements (e.g., Core requirements) for students in the department
- Outcomes (retention, graduation, etc.) and market outlook for students in the department
- Representation of the origin and destination college/school on shared governance bodies

- Promotion and Tenure Standards for department faculty
 - Address how faculty have been informed about the relevance of Section 303.04 of the Faculty Handbook regarding revised Promotion and Tenure Standards.
 - As noted in Section 302.01 of the Faculty Handbook, faculty appointments, reappointments, and promotions are made by the President of the University. Thus, a department move does not change one's promotion status.
- Existing fundraising and community partnerships
- Responsibility for disciplinary, licensure, and accreditation oversight

4. Accreditation

Provide information on the effects of moving the department on accreditation in the origin and destination colleges/schools.

5. Financial Analysis

This required analysis will come from the Office of Finance with potential assistance from the Assistant Provost for Budget and Division Operations. The analysis will include an overview of the effects of the move on budgets of the origin and destination schools/colleges and should clarify any anticipated savings and new resources required. It should also provide an overview of all new resource requirements, including personnel, operating and capital and any anticipated redirection or realignment of existing resources. The analysis must specifically address:

- Realignment of Resources

Realignment of resources is a natural consequence of a department move. The proposal should include an explanation of the financial impact of the realignment on the department itself, if any, and on the origin and destination colleges/schools (e.g., if the department move will result in a net surplus or loss for the origin or destination school/college). Any anticipated financial impacts to other campus units should be noted.

- Resource Needs

Any additional human resources/personnel costs must be identified. Additional space requirements and renovation costs must also be identified as well as computer, development, advertising and promotional material, and other administrative resources (e.g., special admission or registrar procedures), etc. Additional library resources needed or no longer needed as a result of the department move, if any, should be identified.

Questions regarding operating costs, revenue rollover, and capital requests may be addressed as part of the financial analysis process.

6. Other materials that can be included but are not required:
 - List of activities for which the department or destination school will be newly responsible, if any.
 - Other letters indicating level of support.

Proposal Review

- The proposal, accompanied by all required letters of support, will be submitted to the Office of the Provost (attn. Chief of Staff to the Provost) for review.
- The proposal will be reviewed by the vice provost for academic affairs and student success and vice provost for graduate and professional studies to ensure the proposal adequately addresses the required content areas.
- Proposals will go to the Academic Deans' Council for review and comment.
- The University Faculty Committee on Budgets and Financial Planning will review the financial analysis submitted by the Office of Finance and provide input.
- Once reviewed by these bodies, proposals will go to the University Board of Graduate Studies and University Board of Undergraduate Studies for their assessment as to the impact of the proposed move on graduate and undergraduate education, respectively, and recommendation. Both boards should assess impact even if the department proposed to move includes only undergraduate or graduate academic programs and vote on the proposed departmental move.
- Proposals then go to the University Academic Senate for approval for recommendation to the provost.
- Proposals then to go the provost for approval. If approved, the President and Board of Trustees will be informed.

**Flow Chart for
Academic Program Review/Approval Process
Department Move**

Process will vary based on type of program and extent of resource requirements

