

CREATING, MERGING, OR DISSOLVING ACADEMIC DEPARTMENTS

Definition:

A Department is the basic unit of academic administration within the University with functions and responsibilities in the following areas:

1. Initiation and design of courses and programs in areas of professional responsibility;
2. Recommendation of staffing of faculty (full-time and adjunct) and scheduling of courses to the appropriate administrator;
3. Monitoring the quality and instruction of courses and programs in areas of assigned disciplinary or professional responsibility; addition, revision, and deletion of offerings as recommended by its faculty;
4. Creating, revising, deleting course and program offerings based on assessment by its faculty;
5. Recruitment of and counseling of students; conduct of follow-up studies of students;
6. Encouragement of professional development activities;
7. Assessment and evaluation of faculty for retention, tenure, promotion and career development;
8. Administering such assigned management functions as office assignments and budget for instructional equipment, materials, and travel;

Procedure for Creating, Merging or Dissolving Academic Departments:

1. A proposal to change the status of a Department, whether by creating a new Department, dissolving a current Department, or merging two or more Departments, will include:
 - a. A statement of objectives for the change;
 - b. A statement of faculty involvement (from all relevant departments) in the proposed change;
 - c. A statement explaining the relationship of the new Department to the University's strategic plan and its impact on other departments at the University;
 - d. A plan demonstrating the academic quality of the proposed change;
 - e. An explanation of the curricular implications of the proposed change, including for example changes in catalog designation, oversight of programs, course equivalencies for transcripts, etc.
 - f. An explanation of the budgetary implications of the proposed change (including an accounting of the faculty and staff changes entailed in the action requested).
2. The approval process follows the governing protocol established for "New Program Guidelines" (accessible here: https://www.njcu.edu/sites/default/files/pdfs/new_approval_procedures_for_academic_degree_programs_sacc_aprvd_3-2018.pdf). The current protocol was approved by the Senate on 12 February 2018 and by SACC on 28 March 2018.

Senate Impact

1. In the case of a new Department being created, the Department becomes an academic unit of a college according to the above definition and is eligible to elect a senator and alternate to membership of the University Senate.
2. In the case of Departments merging, the new Department retains a single senator and alternate; and a new at-large position is created for every reduction resulting from the merger.

C&I Approved: March 30, 2022

PD&B Approved: April 19, 2022

Senate Approved: May 2, 2022

SACC Approved: June 13, 2022

Board of Trustees Approved: June 27, 2022