

University Organization

3335-1-05	University organization http://trustees.osu.edu/rules/bylaws-of-the-board-of-trustees/ru1-05/
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3335-3-26	Establishment of colleges and graduate school.
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See <http://trustees.osu.edu/university/facultyrules> for the text of these rules

Determining College Status

- I. Assumptions.
 - A. It is deemed appropriate to view these as guidelines only and that no hard and fast rules can be written to cover all possible requests. A quick review of our existing college structure shows a wide range of reasons for granting college status. These guidelines will be needed to evaluate new proposals and not to restructure the university.
 - B. College status would enable faculty to carry out more effectively their responsibility for teaching, research, creative work and service than would be the case with the existing structure.
 - C. College status makes the faculty in that unit responsible for setting the goals, mission, objectives and general direction of the unit.
 - D. College status provides fiscal control to that unit and thereby (hopefully) improves the teaching, research, creative work, and service mission.
 - E. There is a "critical mass" necessary for an effective administration to function at the college level. A lack of flexibility or a lack of options resulting from size would not seem to be in the best long-run interests of the unit.
- II. A college should:
 - A. Have a generally recognized, academic subject matter containing one or more fairly discrete areas of academic concern.
 - B. Have a general area of subject matter that is significantly different from areas that are included within the purview of another school or college.

- C. Have substantive academic programs at professional or undergraduate levels and the graduate level and offer degrees in those programs.
 - D. Have a source of faculty members prepared to offer academic work in the academic areas concerned.
 - E. Undertake teaching, research, creative work, and public service in a manner which has the potential for developing national and international recognition. It is expected that some of the professors in the proposed college will have national and international reputations for their research and creative work at the time of attaining college status.
 - F. Enhance the academic programs of other units of the university and enhance the reputation of the university without decreasing the effectiveness of the mission of the college from which it is detached.
 - G. A proposed administrative structure that meets the qualifications spelled out in the Bylaws and Rules 3335-1-05, 3335-3-29, 3335-3-32, 3335-3-33 of the Administrative Code.
- III. The organization wishing to attain college status shall have demonstrated or have adequate plans to be able to carry out the powers of college faculties as outlined in 3335-5-14 of the Administrative Code. See below:

3335-5-14 Powers

The several college faculties shall have, subject only to the separate powers of the faculty of a school (see rule 3335-3-34 of the Administrative Code) and of the faculty of the arts and sciences (see rule 3335-5-27 of the Administrative Code), the following general powers:

- (A) To adopt requirements for admission subject to the approval of the university senate and the board of trustees;
 - (B) To adopt, alter or abolish courses and curricula subject to the approval of the council on academic affairs and the president and the board of trustees (see rules 3335-5-48.1 and 3335-8-02 of the Administrative Code);
 - (C) To create and abolish schools, and departments of instruction within the college subject to approval of the council on academic affairs, the university senate, the president and the board of trustees (see rules 3335-3-25 to 3335-3-29, 3335-3-37, and 3335-5-48.1 of the Administrative Code);
 - (D) To adopt and abolish academic degrees administered by them subject to approval of the council on academic affairs, the university senate, the president, and the board of trustees;
 - (E) To recommend to the faculty membership of the university senate and the board of trustees, candidates for degrees. (B/T 6/4/2004)
- IV. In addition to the above criteria, an organization wishing to attain college status should meet the following minimum quantitative requirements unless persuasive academic reasons demonstrate the need for exceptions:
- A. Fifty regular FTE faculty members spread through the three academic ranks from assistant professor to professor. At least 50 percent of these shall have attained tenure.

- B. An annual budget of at least three million dollars. ♦
- C. Graduate 100 professional or undergraduate students annually.
- D. At least three departments or academic faculties.

Approved by Council on Academic Affairs, 02/16/83

Academic Department or School

Academic units should meet the following academic requirements. It is recognized that a particular unit may not meet all the requirements, but the formation of a department which does not should only be approved when circumstances appear to dictate that such approval is particularly crucial to the academic programs of the university.

- I. A recognized, fairly discrete area of academic concern not already included within the mission of another department.
- II. Potential academic programs at both graduate and undergraduate levels.
- III. A source of faculty members prepared to offer academic work in the academic area concerned.
- IV. An area of academic concern that offers research and/or public service opportunities in addition to formal classroom teaching.
- V. An area of academic concern that has the potential for developing national or international recognition as an academic discipline.
- VI. An area of academic concern which either has or is in the progress of developing a student clientele either for the purpose of major programs or as an important "service" discipline to other major programs.
- VII. While not the sole reason for granting departmental status, unless clear and persuasive academic arguments exist to demonstrate the need for exceptions, a department should meet the following requirements of efficiency.
 - A. A minimum of 10 faculty positions spread through at least the three academic ranks from assistant professor to professor.
 - B. A minimum budget of \$250,000. ♦
 - C. Courses that enroll students for a minimum of 2,000 semester credit hours per semester.

Approved by Council on Academic Affairs, 01/15/68 and 05/20/68

Modified by Council on Academic Affairs, 04/27/70

♦ In 2008 dollars, \$3M is now \$6.59M using the U.S. Consumer Price Index.

♦ In 2008 dollars, \$250,000 is now \$1.57M using the U.S. Consumer Price Index.

Division

The following guidelines will be used by the Council on Academic Affairs in the establishment of divisions.

- I. A division will be an academic unit which meets the academic criteria for the creation of a department, but which does not yet meet the efficiency criteria. The Council on Academic Affairs will grant divisional status to college subunits when there is a high expectation that the division will reach departmental or school status within five years.
- II. A division will be titled the Division of X.

Such incipient departments may be evaluated by the appropriate college and the Council on Academic Affairs annually.

Unless originated by the Council on Academic Affairs, proposals for the creation of divisions will be forwarded to the council by the college or school within which the subunit will be located and each proposal must have the approval of that college or school.

Additional Issues to Address

In addition to the points identified in the guidelines and Faculty Rules, proposals for the establishment of new academic units should include the following.

- I. Rationale
 - A. Define the mission of the proposed unit.
 - B. Define the purpose of the unit (investigate overlap with other academic units already established at the university and include letters of interest or objection).
 - C. Describe the role of the new unit in relationship to the larger administrative unit of which it will be a part.
 - D. Describe similar units at other universities in Ohio, in the Big Ten, and in the United States and their levels of success.
 - E. Enumerate proposed major programs.
 - i. Make enrollment projections (include justification for the estimates).
 - ii. State goals of enrollees in proposed programs.
 - iii. Estimate opportunities for graduates of proposed programs.
 - F. State opportunities provided for study or application of the subject beyond the structure of the classroom.
 - G. Estimate the potential to develop national or international recognition as an academic discipline.
 - H. Describe previous submittals of the same or similar unit proposals (indicate reasons for withdrawal or disapproval).
- II. Demand
 - A. Give evidence of sufficient demand by students, faculty, general public, and/or business.
 - B. Estimate the duration of demand (long/short term).
 - C. State the reasons that other units are not able to meet the demand.

- III. Cost
 - A. Describe anticipated internal funding and external funding potential.
 - B. Compare cost of proposed unit with that of like institutions with similar academic units.
 - C. Evaluate cost of additional faculty that may be needed.
 - D. State adequacy and availability of facilities as well as faculty.
- IV. Other
 - A. Include information regarding the use of consultants or advisory committees in the development of the proposal, with copies of reports from such consultants or advisory committees.
 - B. Propose a date for the unit to be effective

Withdrawing an Academic Unit

The withdrawal of an academic unit must follow the same procedures and guidelines as the establishment of a unit.

Academic Unit Name Changes

Proposals for renaming academic units should include the following.

- I. The rationale for the name change.
- II. An indication of how the unit faculty voted on the change.
- III. Whether the undergraduate major name, name of the graduate program, degree titles and/or Course Offerings Bulletin listings would also be changed.
- IV. The proposal should be accompanied by letters of concurrence or objection from related units

Name change requests are to be submitted by the dean of the college to the Office of Academic Affairs.

The Office of Academic Affairs will submit the proposal to the Graduate School, if appropriate, and to the Council on Academic Affairs. After the Council on Academic Affairs takes action, the request will be forwarded to the University Senate and then to the Board of Trustees for final approval.

Alteration or Abolition of Units

Proposals for the alteration or abolition of units should adhere to the structure outlined in Section B of this rule.

3335-3-37 Alteration or abolition of units.

- (A) Definitions.
 - (1) The term unit refers to departments, schools and colleges.
 - (2) For purposes of this rule, the term alteration shall refer to the consolidation or reconfiguration of units. Consolidation shall refer to the combining of two or more units, with little or no

additional change. Reconfiguration shall refer to the breaking apart of existing units and their academic programs and recombining the faculty and programs into new units.

- (3) For the purposes of this rule, the term abolition shall refer to the complete elimination of a unit and the academic programs it provided.
 - (4) Alteration or abolition described herein may be initiated without a declaration of financial exigency.
- (B) Procedure for alteration or abolition of departments and schools.
- (1) A proposal to alter or abolish a unit may be initiated by any of the following:
 - (a) The dean of the college administratively responsible for the unit(s) for which alteration or abolition is proposed,
 - (b) The executive vice president and provost,
 - (c) The council on academic affairs, or
 - (d) Faculty from the affected unit(s).
 - (2) A proposal for alteration or abolition of a unit must include an analysis with the following elements. It shall be the responsibility of the party making the proposal to provide this analysis.
 - (a) A rationale for alteration or abolition of the unit which includes a history of the formation, activities and evaluation of the performance of the unit.
 - (b) An enumeration of all faculty affected by the alteration or abolition of the unit.
 - (c) A person-by-person analysis of the proposed reassignment or other accommodation of the faculty identified in paragraph (B)(2)(b) of this rule, including a statement of the impact on promotion and tenure. No tenured faculty member shall be involuntarily terminated as a result of this process. However, faculty may be transferred to another unit in accordance with paragraph (C)(2) of rule 3335-6-06 of the Administrative Code and with regard to the teaching, research, and service expertise of the individual.
 - (d) An analysis of the academic courses now taught by the unit and provisions for their reassignment to other units, if relevant.
 - (e) An analysis of the students affected by the proposal, including majors, non-majors, professional and graduate students.
 - (f) Specific proposals regarding support for currently enrolled students until degree completion.
 - (g) An analysis of the budgetary consequences to all relevant units as a consequence of the proposal.
 - (h) An analysis of the services lost to the rest of the university as a consequence of the proposal.
 - (i) An analysis of impact on constituencies external to the university, including alumni.
 - (j) An analysis of the impact on governance at all relevant levels as a consequence of the proposal.
 - (k) An analysis of the impact upon diversity.
 - (l) An analysis of the impact on the academic freedom and responsibility of all affected faculty.

- (3) The proposal must be discussed with affected faculty, students, and staff, who may provide written and verbal feedback. The proposal may be modified by the proposal's initiator in response to feedback. Following a thorough consultative process with affected faculty, students, staff, and others as appropriate, the college faculty shall vote on the proposal. The proposal, along with the numerical vote of the college faculty, shall then be forwarded to the council on academic affairs.
 - (4) The proposal will be judged by the assessment parameters developed by the council on academic affairs and published in its guidelines. The council on academic affairs will review the proposal and will also evaluate the consultation process. It will then return the proposal to the initiator for additional work if the proposal or the consultation has been judged inadequate, or approve the proposal and send it to the university senate for consideration, or disapprove the proposal, which ends the process.
 - (5) If the council on academic affairs approves the proposal, a memorandum of understanding will be developed and signed by all relevant parties.
 - (6) The university senate shall vote on the proposal. If it approves the proposal, the recommendation shall be forwarded to the president. A negative vote ends the process.
 - (7) The president shall review the proposal. If in favor, the president will forward it to the board of trustees. If the board of trustees approves the proposal, then the executive vice president and provost will appoint an oversight committee to monitor the implementation of the process. The chair of faculty council or designee; the secretary of the faculty; one member of the committee on academic freedom and responsibility; and three members of faculty council shall be appointed to the oversight committee, the purpose of which is to safeguard the interests of affected faculty, students, and staff. Through the chair of faculty council, the oversight committee will periodically report to the university senate, review and assess outcomes, suggest changes where targets are not being met, and assure that the memorandum of understanding is upheld. The oversight committee will present a final report to the senate.
- (C) Procedure for alteration or abolition of colleges.
- (1) The council on academic affairs, the executive vice president and provost, the dean, or faculty from the affected unit may initiate a proposal to alter or abolish a college.
 - (2) A proposal for alteration and abolition of a college must include an analysis with all of the elements outlined in paragraph (B)(2) of this rule. It shall be the responsibility of the party making the proposal to provide this analysis.
 - (3) The council on academic affairs shall appoint an ad hoc committee to evaluate the proposal. The ad hoc committee shall have a majority of regular faculty. The charge to the ad hoc committee and the composition of that committee must be agreed upon by the council on academic affairs, the executive committee of faculty council, and the executive vice president and provost.
 - (4) The ad hoc committee shall evaluate the proposal, which will include extensive consultation with affected faculty, students, and staff, and relevant parties external to the university.
 - (5) The recommendation of the ad hoc committee will be forwarded to the council on academic affairs and the executive vice president and provost.
 - (6) Prior to accepting or rejecting the ad hoc committee's recommendation, the council on academic affairs will consult with faculty council and the executive vice president and provost. The faculty council response, including its vote, and a letter of recommendation from the executive vice president and provost shall be considered by the council on academic affairs.

The council on academic affairs will then either terminate the process or forward its positive recommendation to the university senate.

- (7) If the council on academic affairs approves the proposal, a memorandum of understanding will be developed and signed by all relevant parties.
- (8) The university senate shall vote on the proposal. If it approves the proposal, the recommendation shall be forwarded to the president. A negative vote ends the process.
- (9) The president shall review the proposal. If in favor, the president shall forward it to the board of trustees. If the board of trustees approves the proposal, then the executive vice president and provost will appoint an oversight committee to monitor the implementation of the process. The chair of faculty council or designee; the secretary of the faculty; one member of the committee on academic freedom and responsibility; and three members of faculty council shall be appointed to the oversight committee, the purpose of which is to safeguard the interests of affected faculty, students, and staff. Through the chair of faculty council, the oversight committee will periodically report to the university senate, review and assess outcomes, suggest changes where targets are not being met, and assure that the memorandum of understanding is upheld. The oversight committee will present a final report to the senate. (B/T 6/1/2001, B/T 6/4/2004)

Flow Chart: Establishing an Academic Unit/Request for Name Change

