<u>**Academic Unit Establishment**</u>

The establishment of an academic unit requires consideration of issues related to quality, implications for the future, and transitional planning. Establishment of and changes to academic units and academic programs are interrelated and have parallel activities which involve the [Office of Planning and Budgets](#) and the [Office of the Provost/University Curriculum and Catalog](#). Effective dates must be discussed in advance and will vary in accordance with unique requirements of each request. It is usually necessary to have different effective semesters/terms or dates to accommodate the establishment of the unit as well as the respective curricular, human resource, financial, and other institutional cycles. The establishment request proceeds by request from the Dean to the Provost, includes appropriate governance consultation, Office of the Provost approval, and may include Office of the President/Board of Trustees approval. For successful consultation, action, and transition, consider the following:

Section 1: Description of the new unit:

Rationale
   a. Explain the unique value that the addition of such a unit would bring to MSU, including benefits to our students, faculty, and scholarship. In doing so, reference other relevant peer institutions that currently have such a unit.
   b. Describe the anticipated or potential effect that establishing this unit could have on the recruitment and retention of faculty.
   c. Describe the anticipated or potential effect that establishing this unit could have on the recruitment and retention of students.
   d. Identify expected effects or outcomes that might have an impact on collaborative work.
   e. Briefly emphasize what could be accomplished within this new unit that cannot be accomplished in our current configuration, and new opportunities which may materialize as a result of this new unit. Please refrain from using any proper names in this section.

Impact of Proposed Unit
   a. Explore how the establishment of this new unit will affect educational offerings. In doing so, make specific reference to how it will change the curriculum. Include information about current curriculum and how it would continue or be revised in light of the proposed new unit. Discuss how assurance of the quality of the curriculum, teaching, and programs of the proposed new unit will be evaluated and ensured.
   b. Explore the positive research impact of the proposed new unit, including what new capabilities it could bring, beyond what our current configuration supports and enables.
   c. Explore the positive outreach impact of the proposed new unit, including what new capabilities it could bring, beyond what our current configuration supports and enables.
   d. Explore the positive impact the proposed new unit could have on students, faculty, and any others it might reach or serve. In doing so, make specific reference to why the positive impact of the proposed new unit would be better than what currently exists.

Section 2: Academic Unit Organization and Membership:

Configuration and Composition of Proposed Unit
   a. Explain what the proposed new unit would look like in terms of its location within the college or university, including why this location is optimal.
   b. Discuss who would become a member of the proposed new unit, including the rationale behind their inclusion.
   c. Review how the proposed new unit would be governed.
   d. Consider what bylaws might be needed in conjunction with the establishment of the proposed new unit.

Assurances of "No Harm"

    a. Consider how coming into this proposed unit could negatively impact faculty of all appointment types, and explain what measures will be taken to reduce or eliminate the potential for negative impact.

    b. Consider how coming into this proposed unit could negatively impact students of all types, and explain what measures will be taken to reduce or eliminate the potential for negative impact.

    c. Consider how coming into this proposed unit could negatively impact constituents and stakeholders and explain what measures will be taken to reduce or eliminate the potential for negative impact.

Section 3: Financial Considerations:

Substantiate the financial rationale behind the establishment of this proposed unit, providing solid evidence that its creation would not require a significant investment of resources. In doing so, enumerate what new resources would be required, what current resources already exist, and what potential for new resources might result from the establishment of the proposed unit. Make note of items (salary lines, space, etc.) in a general fashion, not specifically.

Section 4: Consultations:

Endorsement of Proposed Unit

    a. Provide information about the faculty who helped create the plan for the proposed unit, with a focus on department and/or unit membership, not names, and a general timeline with the dates of their endorsement and/or actions.

    b. Provide information about the governance committees that have "signed off" on and endorse the establishment of the proposed unit, along with a general timeline with the dates of their endorsement and/or actions.

    c. Provide information about student groups that have "signed off" on and endorse the establishment of the proposed unit, along with a general timeline with the dates of their endorsement and/or actions.

    d. Provide information about deans who have "signed off" on and endorse the establishment of the proposed unit, along with a general timeline with the dates of their endorsement and/or actions.

    e. Provide information about Office of Planning and Budget consultation, along with a general timeline with the dates of their endorsement and/or actions.

Section 5: Next steps

    a. Explain who will draft bylaws of the proposed unit, if/as needed.

    b. Explain who will conduct a search for the inaugural chair or leadership of the proposed unit.

    c. Discuss a proposed plan for when faculty appointments will change.

    d. Propose potential dates for Organization of Interest changes, including space/facilities/equipment/budget/staffing/name/majors/alumni.

    e. Explain any needs related to curriculum governance, including both programs and courses.

    f. Share any additional technical considerations relevant to the establishment of the proposed unit, giving specific attention to issues such as advising, fellowships/endowments/scholarships, University Advancement, and Web presence.