

California State University, Long Beach

POLICY STATEMENT

October 24, 1983

Number: 80-12
(Revised)

File: Departmentalization
Procedures

SUBJECT: DEPARTMENTALIZATION PROCEDURES

This policy statement, recommended by the Academic Senate at its meeting of May 22, 1980, and approved by the President on August 13, 1980, and modified in conformance with the Unit 3 Memorandum of Understanding in August 1983, is as follows:

1.0 Definitions.

- 1.1 Department. Except in extraordinary instances, for which special justification shall be required, an academic department shall meet the following criteria:
 - A. A minimum of four tenured or probationary faculty.
 - B. The authority to award an undergraduate or graduate degree in a discipline recognized in American universities of higher standing.
- 1.2 Throughout this document the words council, dean, and school shall be understood to be plural whenever more than one school is involved.

2.0 Application.

- 2.1 The procedures provided in this policy shall apply to each proposal to form a new department, transfer a department or part thereof from one school to another, dissolve an existing department, or merge two or more existing departments or parts of such departments.
- 2.2 The status of any department or program in existence on the effective date of this policy shall not be changed solely because it does not meet the definition above.
- 2.3 This document does not apply to programs which are not recognized by the University as departments.

2/A//XZYZX/CPNSUYXAXXON/WXYH/XHE/VAYOZZ/XVQZQANOE/CPNWXZZEE//XHE
PYESIZENY/MAY/SUSPENQ/XHESE/PTOCEQVYES/IZ/SVCH/SUSPENSIQON/IS
NECESSEAY/XO/AVQZQ/LAYOZZ/

3.0 Initiation.

The sections specified in section 2.1 may be initiated by faculty who would be members of (a) new, merged, transferred, or dissolved department(s); by the school council(s) with jurisdiction over such department(s); or by the school dean(s) with such jurisdiction.

4.0 Preparation of proposal.

Those initiating an action specified in section 2.1 shall, with the assistance of appropriate University officers, prepare a study that shall include at least the following elements:

- 4.1 Reasons for the proposed action;
- 4.2 Fiscal impact of the proposed action;
- 4.3 Impact on curriculum and proposed or existing accreditation;
- 4.4 Where appropriate, the conformity of the proposed action with the definite in section 1 of this policy.

5.0 Consultation process.

- 5.1 The faculty members in the department(s) referred to in section 2.1 shall meet to consider the proposed action and shall, after suitable deliberation, vote to recommend or oppose the proposed action. If faculty in more than one department are subject to the action referred to in 2.1, the faculty subject to such action shall vote separately in each of the departments.
- 5.2 The initiator(s) of the action referred to in section 2.1, if not member(s) of an affected faculty (as specified in section 5.1), should be invited to participate and should participate in the deliberations provided for in that section.
- 5.3 The faculty recommendation provided for in section 5.1 shall be submitted to the council of any school in which an affected department is or would be located.
- 5.4 The initiator(s) of the action referred to in section 2.1 should be invited to participate and should participate in the deliberations of the school council.

- 5.5 The recommendation of the school council shall be conveyed to the dean of the school within a reasonable time after the proposed action is submitted to it.
- 5.6 For purposes of this section (5.0) a reasonable time shall be construed to be twenty-two (22) working days. This period may be extended by a deliberating department or council with the concurrence of the person(s) or body initiating the proposed action.
- 5.7 If the dean agrees with a council recommendation of acceptance of the proposal, he/she shall implement the proposal. If the dean agrees with a council recommendation of rejection of the proposal, he/she shall not implement it. If the dean disagrees with either type of council recommendation on the proposal, he/she shall meet with the council to discuss the proposal. Following this discussion, the council shall, within five (5) working days, submit a new recommendation to the dean. It may be the original recommendation or may be changed. If the dean agrees to the new recommendation, he/she shall take the appropriate action. If the dean disagrees and if he/she had compelling reasons, then the dean shall implement his/her decision in accordance with established procedures. The compelling reasons shall be stated in writing and be presented to the school council and the Vice President for Academic Affairs. The school council shall submit its recommendation and the justification for it to the Vice President. The Vice President may review the matter and may reverse the dean, but review by the Vice President is not mandatory. The Vice President may refer the matter to the Planning and Educational Policies Council for its deliberations and recommendations.

6.0 Appeals.

- 6.1 An appeal based solely upon procedural violations of sections 4 and 5 may be filed with the Planning and Educational Policies Council by faculty of the department(s) or school council(s) who deliberated under those sections.
- 6.2 No member of the faculty from a school which has deliberated under section 5 shall sit as a member of the Planning and Educational Policies Council during such an appeal.
- 6.3 The Planning and Educational Policies Council shall complete its deliberations on an appeal within a reasonable time as provided in section 5.6. The recommendations of the Planning and Educational Policies Council shall be forwarded to the Vice President for Academic Affairs via the Academic Senate.

- 6.4 The Vice President for Academic Affairs shall delay implementation of the dean's action until he/she has received the report of the Planning and Educational Policies Council on the appeal or shall give compelling reasons in writing to the Academic Senate for refusing to do so.
- 7.0 No action taken under this policy shall allocate or commit any fiscal resources of the University.

Effective: Immediately

November 14, 1980

RECEIVED

NOV 21 1980

Academic Senate Office

ESC102483
APLPS2475

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 80-12

FILE: Departmentalization
Procedures

See Revised Copy
SUBJECT: DEPARTMENTALIZATION PROCEDURES

The following policy statement, recommended by the Academic Senate at its meeting on May 22, 1980 and approved by the President on August 13, 1980, is as follows:

1.0 Definitions.

- 1.1 Department. Except in extraordinary instances, for which special justification shall be required, an academic department shall meet the following criteria:
 - A. A minimum of four tenured or probationary faculty.
 - B. The authority to award an undergraduate or graduate degree in a discipline recognized in American universities of higher standing.
- 1.2 Throughout this document the words council, dean, and school shall be understood to be plural whenever more than one school is involved.

2.0 Application.

- 2.1 The procedures provided in this policy shall apply to each proposal to form a new department, transfer a department or part thereof from one school to another, dissolve an existing department, or merge two or more existing departments or parts of such departments.
- 2.2 The status of any department or program in existence on the effective date of this policy shall not be changed solely because it does not meet the definition above.
- 2.3 This document does not apply to programs which are not recognized by the University as departments.

RECEIVED

RR

- 2.4 After consultation with the Layoff Avoidance Committee, the President may suspend these procedures if such suspension is necessary to avoid layoff.

3.0 Initiation.

The sections specified in section 2.1 may be initiated by faculty who would be members of (a) new, merged, transferred, or dissolved department(s); by the school council(s) with jurisdiction over such department(s); or by the school dean(s) with such jurisdiction.

4.0 Preparation of proposal.

Those initiating an action specified in section 2.1 shall, with the assistance of appropriate University officers, prepare a study that shall include at least the following elements:

- 4.1 Reasons for the proposed action;
- 4.2 Fiscal impact of the proposed action;
- 4.3 Impact on curriculum and proposed or existing accreditation;
- 4.4 Where appropriate, the conformity of the proposed action with the definition in section 1 of this policy.

5.0 Consultation process.

- 5.1 The faculty members in the department(s) referred to in section 2.1 shall meet to consider the proposed action and shall, after suitable deliberation, vote to recommend or oppose the proposed action. If faculty in more than one department are subject to the action referred to in 2.1, the faculty subject to such action shall vote separately in each of the departments.
- 5.2 The initiator(s) of the action referred to in section 2.1, if not member(s) of an affected faculty (as specified in section 5.1), should be invited to participate and should participate in the deliberations provided for in that section.
- 5.3 The faculty recommendation provided for in section 5.1 shall be submitted to the council of any school in which an affected department is or would be located.
- 5.4 The initiator(s) of the action referred to in section 2.1 should be invited to participate and should participate in the deliberations of the school council.

- 5.5 The recommendation of the school council shall be conveyed to the dean of the school within a reasonable time after the proposed action is submitted to it.
- 5.6 For purposes of this section (5.0) a reasonable time shall be construed to be twenty-two (22) working days. This period may be extended by a deliberating department or council with the concurrence of the person(s) or body initiating the proposed action.
- 5.7 If the dean agrees with a council recommendation of acceptance of the proposal, he/she shall implement the proposal. If the dean agrees with a council recommendation of rejection of the proposal, he/she shall not implement it. If the dean disagrees with either type of council recommendation on the proposal, he/she shall meet with the council to discuss the proposal. Following this discussion, the council shall, within five (5) working days, submit a new recommendation to the dean. It may be the original recommendation or may be changed. If the dean agrees to the new recommendation, he/she shall take the appropriate action. If the dean disagrees and if he/she had compelling reasons, then the dean shall implement his/her decision in accordance with established procedures. The compelling reasons shall be stated in writing and be presented to the school council and the Vice President for Academic Affairs. The school council shall submit its recommendation and the justification for it to the Vice President. The Vice President may review the matter and may reverse the dean, but review by the Vice President is not mandatory. The Vice President may refer the matter to the Planning and Educational Policies Council for its deliberations and recommendations.

6.0 Appeals.

- 6.1 An appeal based solely upon procedural violations of sections 4 and 5 may be filed with the Planning and Educational Policies Council by faculty of the department(s) or school council(s) who deliberated under those sections.
- 6.2 No member of the faculty from a school which has deliberated under section 5 shall sit as a member of the Planning and Educational Policies Council during such an appeal.
- 6.3 The Planning and Educational Policies Council shall complete its deliberations on an appeal within a reasonable time as provided in section 5.6. The recommendations of the Planning and Educational Policies Council shall be forwarded to the Vice President for Academic Affairs via the Academic Senate.

- 6.4 The Vice President for Academic Affairs shall delay implementation of the dean's action until he/she has received the report of the Planning and Educational Policies Council on the appeal or shall give compelling reasons in writing to the Academic Senate for refusing to do so.
- 7.0 No action taken under this policy shall allocate or commit any fiscal resources of the University.

Effective: Immediately

November 14, 1980