UCR Riverside Procedures for the Establishment of a New Department
Based on the process and standards of the [UC Compendium](#)[1]

The establishment of a new department represents a significant outlay of resources, and should be given careful consideration by the proponents, college/school administration, Divisional Academic Senate, and ultimately, the Dean, Provost, and Chancellor. Rigor in the reviews of proposed new departments is very important. (Please see the below *Categories of Review* to be addressed).

Establishing a new department is a two-step process and takes at least two years to complete: pre-proposal stage followed by the full proposal stage. Approval of a new department requires favorable review by the Divisional Senate and approval by campus administration.

PRE-PROPOSAL STAGE & STEPS
A pre-proposal at least one year before the full proposal is required and should address the categories of review noted in these procedures. Even though it will be shorter than the full proposal, it must contain sufficient detail to allow the Divisional Senate to complete an initial evaluation of the proposed department.

At least one year before submitting a full proposal, proponents of the new department must submit a pre-proposal to the Divisional Academic Senate[2] The pre-proposal should include comments from the college/school Dean. Upon receipt by the Senate, the pre-proposal is reviewed by the college/school Faculty Executive Committee (FEC)[3], the Graduate Council (GC), Committee on Educational Policy (CEP), the Committee on Academic Personnel (CAP), the Committee on Physical Resources Planning (PRP) and the Committee on Planning and Budget (P&B) as well as by other standing committees tasked by the Academic Senate Chair. The Senate Chair will transmit the comments to the department proponents with a copy to campus administration (Provost and Dean). Campus administration provides comments to the proponents of the new department with copy to the Academic Senate Chair. After proponents receive comments from the Senate a full proposal may be prepared. The Executive Council may review the pre-proposal and review comments as an agenda item and may provide comment. *Please note that the proposed new department should be listed in the campus* 5-Year Planning Perspective *maintained by the Provost's office.*

PROPOSAL STAGE & STEPS
After incorporating comments on the pre-proposal, proponents of the new department forward the full proposal to the Senate. If the Divisional Senate approves the full proposal, the

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[1] Section III.A.1 of the Compendium

[2] A pre-proposal is required in all cases except when a substantial philanthropic gift is offered, deemed necessary for establishment, and contingent on the school's approval. In such cases, this requirement may be waived, and the campus will proceed directly to submission of a full proposal.

[3] The comments of the Faculty Executive Committee may also be included as an attachment with the pre-proposal upon submission to the Academic Senate. If it is not included at this point, the Faculty Executive Committee will be tasked with review by the Academic Senate Chair.

establishment is reported to the Chancellor and Provost.

Proponents may now submit a full proposal for a new department to the Academic Senate Division Chair. The proposal should include review comments from the college/school Dean.

<u>Departmental Program Major and Minors</u>

At the proposal stage, proponents should also prepare a proposal(s) related to the new department's minor and/or major programs per the Committee on Educational Policy Process and [Guidelines for Establishment of New Undergraduate Academic Programs found on the Committee on Educational Policy web page](#).

After receipt by the Senate, the proposal is reviewed by committees tasked to do so by the Senate Chair. *At minimum* this will include the college/school Faculty Executive Committee, the Graduate Council (GC), Committee on Educational Policy (CEP), the Committee on Academic Personnel (CAP), the Committee on Physical Resources Planning (PRP), and the Committee on Planning and Budget (P&B). Ordinarily, the Senate committees will complete their reviews within 60 days of their receipt of the proposal and submit them to the Executive Council via the Senate Chair. If review committees do not concur in their final recommendations, then the Senate Chair transmits the committees' comments to the proponents. At this point, the proponents can revise and/or respond to comments via the Senate Chair in memo form or withdraw the proposal. Some late-stage committee review may also happen at this point as well.

Proposals that go forward from this point are included for consideration and vote on a Divisional Meeting agenda. Outcome of the Senate vote is attached to the proposal and is the transmitted to campus administration for review. After Senate and Administrative approval, a new department is established.

Proposals for new departments are actions that begin and end on the campus and do not require UC Systemwide review. Once approved, new departments are reported to UC Systemwide Academic Senate (Academic Council Chair and staff) and Administration (UC Provost and staff).

CATEGORIES OF REVIEW

Every pre-proposal or proposal and corresponding Senate review should address each of the following categories of review:

A. *Academic Rigor*: The academic rigor of the proposed department is of utmost importance. Equal weight should be placed on the academic merits of the program as on its financial aspects.

B. *Financial Viability*: The proposal should stress the financial stability of the new school or college and should provide multi-year budgets with contingency plans in the event that proposed funding falls through. A detailed budget, including revenue sources, start-up costs, build-out costs, steady-state funding expectations, personnel costs, and capital costs/space needs must be provided. Failure to provide a detailed presentation and discussion of the

budget will constitute cause for proposal rejection.

    i.   ***FTE Requirements***: The proposal should clearly indicate the number of full- time equivalent (FTE) faculty for each stage of development. This information should include the number of faculty FTEs needed at start-up, various stages of build-out, and steady-state. The balance between full-time faculty at various ranks and lecturers/other temporary or part-time teaching help also should be provided. The department's financial plan should detail how FTEs will be funded, including whether any faculty will be shared with other units. The need for FTEs in particular specialties should be articulated. The proposal should highlight both the amount of time and the resources needed to hire new FTEs.

    ii.   ***Capital Requirements***: All capital requirements must be carefully detailed and analyzed.

    iii.   ***Sources of Revenue***: All sources of revenue must be detailed, including state and philanthropic support. A development plan should be submitted as well.

C. ***Need for the Program***: The proposal must clearly state and make the case for a distinct need for the new department at UCR. Specifically, it should demonstrate: 1) a clear societal need for professionals, researchers, faculty, or academics in the field; 2) student demand for the new department; and 3) why societal need and student demand are not fully met by existing UCR units and programs. In addition, the proposal should: i) define how the department will address this unmet need/demand; ii) articulate how it would attract qualified, fully competitive students; and iii) provide projections of employment opportunities for graduates of the new department. If UCR already has a school or college of the same type as proposed, the proposal should include clear analysis of how the new entity would assume a necessary and perhaps even unique role in the campus academic program. Comparisons with existing UCR units or other departments of the desired rank/academic distinction should be included.

D. ***Fit within the campus***: The proposal should clearly articulate the fit of the department within the college/school and UCR campus as well as other public and private higher education segments in California. The proposal should stress how the new department will fit within the overall academic profile of the campus—how it will enhance existing programs and how those programs will enhance the quality and development of the new department. The capital plan also should demonstrate how the proposal fits with the campus academic and strategic plans.