


Name of Policy: College, School and Department Reorganization and Name Changes Policy Number: 3364- Approving Officer: President Responsible Agent: Provost and Executive Vice President for Academic Affairs Scope: All University Colleges, Departments, and Schools		 Original effective date:	
Key words: College and/or department reorganization and name change			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo adheres to principles of shared governance and believes in the benefits derived from seeking input from faculty on the organization of colleges, schools and departments. While the University’s administration has the responsibility and authority to determine the administrative structure of the university, including departmental and college structures, it is important that any reorganization to a college, school and/or department structure, including name changes, is made with broad consultation with and input from the appropriate faculties.

All reorganizations of college and/or academic department structure, including name changes should follow the below procedures and require input from Faculty Senate and approval from the Provost, President, and Board of Trustees.

(B) Purpose of policy

The purpose of the policy is to provide a procedure to ensure broad consultation with and input from appropriate faculties for any reorganization of a college, school or department and for any name changes.

(C) Scope

All University of Toledo Colleges, Departments and Schools.

(D) Procedure

- (1) **Initiating a Change Proposal:** A school or department seeking to reorganize or change its name will inform the college dean, who will inform the Provost before initiating any consultations. If a college dean is considering reorganization and/or name change, the dean will inform the Provost of that intention before initiating the consultation process. If the proposal for a change originates in the Provost's Office, the Provost will inform the dean who will notify the school(s) or department(s).
- (2) **School or Department level Consultation:** The desire to reorganize or change the name of a college, school, or department must first be discussed at the school or department level with the faculty members who are directly affected. The results of this discussion must be shared with the dean, the appropriate college-level faculty bodies, and all higher- level reviewing authorities.
- (3) **College Level Consultation:** The reorganization or name change plan shall then be discussed broadly with the faculties within the college through the faculty council or other college level faculty representative bodies.
- (4) **Cross-Unit Consultation:** The reorganization or name change proposal shall then be discussed with other units outside the college, including other academic departments. These consultations can take place through a meeting of deans, through direct conversation with school or department chairs and faculty, and/or through standing meetings like the Council of Deans. The Provost will be responsible for overseeing this step and insuring that all affected units are consulted.
- (5) **Campus Level Consultation:** After receiving faculty input from these previous levels, the Provost will inform and seek input from the Faculty Senate as required by the Collective Bargaining Agreement through the Faculty Senate Executive Committee (Collective Bargaining Agreement between the Board of Trustees for the University of Toledo and The AAUP University of Toledo Chapter, Article 7, Section 7.2, p. 5).
- (6) **Approval:** After the consultation process, the initiator of the change proposal will submit a recommendation to the Provost. Reorganization and/or name change will require Provost, President, and Board of Trustees approval.

<p>Approved by:</p> <hr/> <p>Name Title</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">•••
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3364-xx-xx Name of policy. (Go to 'View' 'Header and Footer' to change policy #, name)

<p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Initial effective date: Review/Revision Date: Next review date:</p> <p><u>The University of Toledo Faculty Senate must be included in the process related to the revision or reaffirmation of this policy.</u></p>
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