

Chapter 3 – General Institution

AP 3110 Academic Department Reorganization

Definitions

An academic department is an administrative unit for purposes of budget, planning, reporting, personnel hiring and evaluation, and provision of instruction and/or services.

An academic department reorganization is moving faculty, courses, budgets, and programs from one department to another or separating faculty, courses, budgets, and programs into a new department.

Process for Requesting Department Reorganization

Any proposal to restructure or reorganize departments will require a written proposal that includes the following information:

- Purpose for reorganization or restructuring;
- Potential impacts upon students;
- Impact on use of facilities;
- Division or divisions involved;
- Faculty (both full-time and adjunct) involved in the reorganization;
- Courses to be moved;
- Programs to be moved; and
- Budgets to be moved.

The proposal shall be considered by the members of the academic department or departments being affected by the reorganization at a department meeting for a vote to determine faculty support for reorganization. If faculty in the affected department(s) supports the plan for reorganization, the proposal shall be forwarded to the ~~division dean~~ **appropriate educational administrator and vice president** for review and discussion of implications of the proposed reorganization. The final decision for approval of department reorganization will rest with the President/CEO.

If a proposal to reorganize departments is approved, information regarding faculty, courses, programs, and budgets involved in the reorganization shall be forwarded to the appropriate administrative offices (Information Technology, Fiscal Services, Human Resources, **Instruction**, and ~~Instruction~~ **the School of Continuing Education**) for follow-through.

Limitations for Consideration of Department Reorganization

- Proposed departments or reorganization of faculty shall not be established with less than three full-time faculty members.
- Proposed departments or reorganization of faculty shall not split faculty members with like minimum qualifications into different departments.
- Proposed departments or reorganization of faculty shall not create negative impacts upon students.

Evaluation Process for Departments Below Minimum Full-Time Faculty Threshold

In the event the number of full-time faculty in a department falls below three full-time faculty for four consecutive terms, the appropriate educational administrator and vice president shall review a department analysis (including, but not limited to, courses, programs, enrollment data, budget, planning, reporting, personnel hiring and evaluation, and provision of instruction and/or services) with the affected full-time faculty. Prior to the final decision of department status by the President/CEO, the appropriate vice president shall bring the recommendation to the Academic and Mutually Agree Council as an information item only for discussion.

The appropriate vice president shall provide the recommendation for department status, and the final decision for approval shall rest with the College President/CEO.

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