

**CENTRAL MICHIGAN UNIVERSITY** CHAPTER 5  
**MANUAL OF BOARD OF TRUSTEES**  
**POLICIES, PRACTICES AND REGULATIONS** PAGE 5-5(R)

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**SUBJECT: ACADEMIC REORGANIZATION AND ACADEMIC UNIT NAME  
CHANGE**

The Policy on Academic Organization and Academic Unit Name Change as amended by the Academic Senate on January 20, 1998, is adopted. This policy supersedes the policy dated December 17, 1993.

**Policy on Academic Organization and Academic Unit Name Change**

Proposals for the creation of new colleges or schools;<sup>1</sup> reorganization of existing colleges including the shifting of departments or other academic units from one college to another; from one school to another, or from one school to a college; the partial or complete merger of two or more departments; creation of new departments; dissolution of departments; and changes of college, school and department names may be initiated by the President, the Provost, or the affected department(s) or college(s).<sup>2</sup> The initiator of the proposal, or his or her designated representative, shall act as principal advocate for the proposal throughout subsequent discussions. Proposals may be withdrawn at any point in the process by the initiator.

Information on the financial impact of the proposal shall be requested by the initiator and provided by the Provost for use in subsequent discussions.

The aim of the following procedures is to insure that changes forwarded to the Board of Trustees have the approval of the President, the Provost, and the affected college(s). In cases where consensus is not secured, disputes will be adjudicated by the Academic Senate.

1. In the case of proposals initiated by a department, a positive vote by the department is required to initiate action. In the case of proposals initiated by a college, the President, or the Provost, affected departments shall be notified of proposed changes and reasons for those changes in writing by the initiator. Within two weeks of notification, affected departments shall vote on the proposal(s). Results of the vote(s) shall be reported within two working days to the Dean and the Academic Senate.
2. Once affected departments have taken a vote on a proposal, it shall be forwarded to the affected college(s) for discussion and action by the college faculty. At least one week prior to voting, the college(s) will hold informational meetings allowing all concerned parties to

**Authority:** BTM 9-17-98 at 3855/3857

**History:** BTM 9-20-78 at 1177; BTM 10-5-84 at 2058/59; BTM 12-17-93 at 2938/40

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present their view on the proposal(s). A secret ballot vote by the college faculty on the proposals shall occur within three weeks of the report of department votes.

3. Proposals at the department or college level may be modified prior to voting with the consent of the initiator(s) and the affected department(s).
4. Results of the college votes shall be reported by tally within two working days of the action to the Senate for publication in writing to its members.
5. College actions may be objected to in writing by the President, the Provost, a Dean, a department, or any academic unit within two weeks of publication. Objections will be sent to the Academic Senate. If there is no objection, then proposals approved by the college(s) shall be forwarded to the Board of Trustees by the President, together with his or her recommendations.
6. The Senate will adjudicate disputes if: (a) a proposal involving more than one college is not approved by one or more of the colleges involved, and is approved by the other(s); or (b) an objection has been made.

In such cases, the Senate will discuss the disputed proposal(s) and take action within four weeks of notification of a split vote, or the receipt of an objection. Proposals may be amended by the Senate up to one week before final action. Amended proposals require a 2/3 vote of Senators present for approval. If an amended proposal fails, any Senator may move the approval of the proposal as published, in which case the un-amended proposal requires a simple majority of approval. If an amended or original proposal fails, any Senator, at that same or the next Senate meeting and regardless of the Senator's vote on the proposal may move for reconsideration<sup>3</sup>. The initiator or any senator may reject amendments and force a vote on the original proposal. Proposals receiving positive recommendations from the Academic Senate shall be forwarded to the Board of Trustees by the President, together

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with his or her recommendations. Proposals receiving negative recommendations from the Academic Senate, except for those cases which affect the colleges' ability to offer programs, degrees, majors, minors, or concentrations, may be forwarded to the Board of Trustees by the President together with his or her recommendation and the recommendation of the Academic Senate.

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<sup>1</sup>In this policy, "colleges or schools" shall refer to all major units into which the faculty of the academic division is organized. The Counseling Center and those members of the library staff with faculty status are also intended, and should be considered one-department colleges. At present schools are like departments.

<sup>2</sup>An "affected" department, school, or college is one whose membership is being altered by means such as reorganization, partial or complete merger, or creation or dissolution; or whose name is being changed.

<sup>3</sup>The reconsideration process can only take place once on any proposal.