

COLLEGE of CHARLESTON

OFFICIAL POLICY

7.8.3

Creation of Academic Departments

03/30/23

Policy Statement

Process for creation of an Academic Department

Policy Manager and Responsible Department or Office

Executive Vice President for Academic Affairs and Provost

Policy

On the recommendation of the Provost and with the approval of the President, an Academic Department may be established or reorganized under the following conditions:

- when the proposed department includes one or more tenured faculty members qualified to serve as the Chair or Interim Chair of the Department; and
- when the proposed department is responsible for the supervision of one or more Academic Programs.

Each Academic Department Chair shall report to the Dean of an Academic School. Once approved, an Academic Department shall exist until the President or the Provost directs that the Department shall be reorganized or eliminated, subject to the review and determination of the President.

The consultation process--Steps 2 through 6-- should take no longer than one year.

Step 1

- Consultations with Deans, Speaker of Faculty, faculty members in units directly impacted, to develop proposal addressing key questions.

Step 2

- Consultations with 3 Faculty Senate Committees: Budget Committee, Academic Planning Committee, and Bylaws Committee.
- Academic Planning and proposer coordinate discussions with relevant parties (e.g., Business Affairs, R.O., schools, etc.).

Step 3

- Initial presentation to Senate; Call for input from relevant parties (e.g., Business Affairs, R.O., schools etc.).

Step 4

- Proposal revised and posted for 30-day open comment period.

Step 5

- Final proposal presented to Senate for feedback (no vote).

Step 6

- Presentation to Board of Trustees (BOT)

Note: This is not subject to review or approval by CHE or SACSCOC.

Departments/Offices Affected by the Policy

All departments/offices.

Procedures Related to the Policy

Related Policies, Documents or Forms

7.8.1 Policy on Creation, Reorganization, and Elimination of Academic Units,
<https://policy.cofc.edu/documents/7.8.1.pdf>

Issue Date: 03/30/2023
Date of Policy Revision: 03/30/2023

Next Review Date: 03/30/2028

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 7.8.3

President or
Chairman, Board of Trustees _____ Date: _____