NEW SCHOOL OR COLLEGE

The establishment of a new school or college is a **two-step process** and takes at least two years to complete. At least one year before submitting a full proposal, proponents of the new school or college must submit a pre-proposal first to the Divisional Senate, and, if approved, subsequently to the systemwide Senate and to system-level Administration. After campus proponents receive comments from both the systemwide Senate and system-level Administration, the campus may prepare a full proposal. A pre-proposal is required in all cases except when a substantial philanthropic gift is offered. Please see the Compendium for more details about the submission and review process.

At School Level (sequence determined by school):
- Proposal for a new School originates within a faculty group or the Provost's Office.
- Intention to create a new School is included in the Five-Year Planning Perspective.
- Proposal is approved by the faculty (including any appropriate committees of the faculty). If proposal does not originate within an existing unit, then the Provost may ask an ad hoc group of faculty and/or Deans to comment on the proposal at this point. During preparation of the proposal, consultation with UCI Libraries concerning the resources necessary to support the new School should take place.
- Diversity plan is sent to the Office of Inclusive Excellence for consultation, feedback, and a letter of support.
- The proposal is submitted to the Provost for resource and enrollment analysis.
- The Provost may decide to take no action on the proposal, or the Provost may return it to the point of origin for revision. It is anticipated that in all but the most unusual circumstances the Academic Senate will wait until the Provost has endorsed the proposal before beginning its review process. The Provost forwards the proposal to the Academic Senate for review.

At Senate Level:
- Proposal is reviewed by CPB (lead council) in parallel with CAP, CEP, Graduate Council, CORCL, and relevant Councils as determined by Senate Chair. Diversity plan is reviewed by CEI.
- CAP, CEP, Graduate Council, CORCL, CEI, and other Councils submit reviews to CPB and Senate Chair.
- After the Councils' review, the proposal is forwarded to the Cabinet for endorsement.
- If the Cabinet endorses the proposal, it is forwarded with the reviewers' comments to the Divisional Senate Assembly for approval.
- If the Divisional Assembly approves the proposal, it is forwarded with the reviewers' comments to the Provost for endorsement.
- If the Cabinet and/or the Divisional Assembly recommend any revisions to the proposal, it must be returned to the Provost. At that point, the Provost may take no action or may return the proposal to the point of origin for revision.
- With the Provost's final endorsement, the proposal is sent by Chancellor/Provost (Academic Planning) to the UC Provost, Academic Council Chair, CCGA Chair, UCEP Chair, and UCPB Chair for systemwide review and approval by the Academic Council.
- If approved by Academic Council, President recommends approval to the Regents.

Communication Process:
Final proposal is electronically sent by Divisional Senate Executive Director to:
- School Dean(s)
- Proposer(s)
- Provost
With electronic copy to:
- Vice Provost, Academic Planning
- Associate Vice Provost, Academic Planning

CPB: https://cpb-us-e2.wpmucdn.com/sites.uci.edu/dist/e/1492/files/2021/09/Worklow-Charts-Updated-9.21.21.pdf

- Vice Provost, Graduate Education and Dean, Graduate Division
- Vice Provost, Teaching & Learning and Dean, DUE
- Vice Chancellor & Chief Financial Officer, Division of Finance & Administration
- Associate Vice Chancellor, Enrollment Management
- Assistant Vice Chancellor, Institutional Research and Decision Support
- University Registrar
- University Editor
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst, AssemblyAnalyst

For COHS actions, also copy:
- Vice Chancellor for Health Affairs
- Chief of Staff, Vice Chancellor for Health Affairs

Final proposal is electronically sent by Chancellor/Provost (Academic Planning) to:
- UC Provost
- Academic Council Chair
- CCGA Chair
- UCEP Chair
- UCPB Chair

With electronic copy to:
- Systemwide Academic Senate: Executive Director, CCGA Analyst, UCEP Analyst, UCPB Analyst
- UCOP Academic Planning: Todd Greenspan, Director; Chris Procello, CCGA Consultant
- Divisional Academic Senate: Chair, Chair Elect, Executive Director, CPB Chair, CPB Analyst