

## **TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF SCHOOL OR COLLEGE**

### **At School Level** (sequence to be determined by school):

- Proposal for transfer, consolidation, or disestablishment of a department may originate within a School or College, or as a result of an ad hoc initiative.
- Intention of action is included in the Five-Year Planning Perspective.
- Proposal is approved by the faculty (including any appropriate committees of the faculty) within the School or College, and by the Dean. During preparation of the proposal, consultation with UCI Libraries concerning the resources necessary to support the proposal should take place.
- Proposal is submitted to Provost for letter on commitment of resources.
- 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 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.
- CAP, CEP, Graduate Council, CORCL, 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, proposal is sent by Chancellor/Provost (Academic Planning) to 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
- 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, Assembly Analyst

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

Upon receipt of Regental approval, the Divisional Senate Executive Director will notify all parties listed in the above communication process.