Guidelines for Administrative Unit Changes

Introduction

The operational environment of UVU is highly dynamic, characterized by constant changes in academic disciplines, economics, student demographics, and workforce requirements. These shifts present both opportunities and challenges that need careful consideration. To fulfill the university's mission, achieve academic program goals, and manage the institution effectively, it is imperative that related processes align with the university's model of shared governance.

This document outlines guidelines for managing administrative unit changes requests (hereinafter referred to as "request"). It is advisable for the requesting executive to designate individuals to assist in ensuring a smooth and timely process. Throughout this process, maintaining open communication with affected faculty and staff is essential for transparency and cooperation.

Guidelines and Governance

These guidelines apply to administrative unit changes governed by USHE Policy R401 (amended July 12, 2024). Administrative units encompass: "academic departments, colleges, professional schools, centers, institutes, or bureaus. Centers, institutes, and bureaus are administrative units that primarily perform research, instruction, and technology transfer functions or provide services to students, the community, businesses, or other external audiences to obtain external funds."

UVU's Board of Trustees holds responsibility for approving new administrative units and modifications to existing ones. UVU Policy 105 (approved February 10, 2005) outlines procedures for communicating approved changes within the university. Depending on the complexity of a request, the approval workflow may be influenced by the following policies:

- USHE Policy R131 (adopted June 6, 2024)
- UVU Policy 106 (approved June 15, 2006)
- UVU Policy 605 (approved June 25, 2020)

The Senior Associate Provost for Academic Programs, Assessment, and Accreditation serves as the main contact for administrative unit requests. Requests for administrative unit changes must begin the approval process by October 1 to ensure implementation in the subsequent fiscal year. In cases where complexities arise, any adjustments to the workflow will be decided by the Provost and Senior Vice President for Academic Affairs, in consultation with senior and executive leaders.

Key Personnel Who Facilitate Requests

- Provost and Senior Vice President for Academic Affairs (herein referred to as "Provost")
- Senior Associate Provost for Academic Programs, Assessment, and Accreditation (herein referred to as "Senior Associate Provost")
- Director of Accreditation and Academic Assessment
- Executive Assistant for Academic Affairs

Approval Workflow

Step 1: Preparation of Request Rationale

The requesting executive develops a comprehensive written rationale for the request. This document must include detailed information about the current administrative unit(s) affected by the request, covering the following aspects:

- Existing academic programs and/or services
- Financial data (minimum of five fiscal years, if available)
- For administrative units with academic programs:
  - curriculum information, including course and program listing with course-program alignments
  - assessment information, including assessments in place for the academic program, General Education program, and special designated curriculum (e.g., Honors)
  - faculty information, including credentials, earned degrees, and teaching history (covering a minimum of five academic years, if available)
  - multi-year course scheduling information (covering a minimum of five academic years, if available)
  - multi-year program headcounts (covering a minimum of five academic years, if available)
  - multi-year retention data (covering a minimum of five academic years, if available)
  - multi-year completion data (covering a minimum of five academic years, if available)
  - specialized accreditation and/or professional licensure information (if applicable)
- Distinctive programs and/or services
- Internal audit status
- Faculty and/or staff information
- Benefit to students
- Discussions and deliberations with affected faculty and staff recorded in meeting agendas and minutes
- Any other pertinent information

The requesting executive sends the rationale document to the Senior Associate Provost for review. Additional information may be requested to strengthen the request. Once finalized, the request advances to Step 2.

Step 2: Evaluation and Review of Request

The Senior Associate Provost coordinates with the Executive Assistant for Academic Affairs to schedule a 1:1 meeting between the requesting executive and the Provost. During this meeting, the requesting executive presents the request to the Provost.

Additional meetings may be scheduled by the Provost with the requesting executive and/or other personnel, as necessary. For instance, the Deputy Provost might request a detailed plan outlining how faculty teaching and courseloads could be affected.

Following these meetings, the Provost informs the Senior Associate Provost whether the request moves forward to Step 3. If the request does not proceed to Step 3, the Senior Associate Provost communicates this decision to the requesting executive.

Step 3: Approval Workflow Determination

The Senior Associate Provost reviews the rationale document and meets with the requesting executive and other personnel as necessary to assess the need for modifications to the approval workflow.

If the request conforms to the approval workflow, the Senior Associate Provost informs the requesting executive of approval and progression to Step 4 or 5.

If the request does not conform to the approval workflow, the Senior Associate Provost collaborates with appropriate personnel to establish a modified approval workflow. The Provost then approves the modified approval workflow. Subsequently, the Senior Associate Provost notifies the requesting executive of the approval workflow and progression to Step 4 or 5.

Step 4: Finalizing Curriculum Plan with Faculty (if applicable)

The requesting executive convenes meetings with faculty to finalize the curriculum plan for all credit-bearing courses and programs affected by the request. All curriculum planning meetings must be documented with written agendas and meeting minutes. Faculty representatives from the University Curriculum Committee may facilitate discussions as needed.

Full-time faculty members associated with affected courses and programs vote individually to approve the curriculum plan using an internal voting process. A minimum of 67% "yes" votes is required for the curriculum plan to proceed to Step 5. The voting process and results must be documented, such as through Qualtrics questionnaires or Microsoft Forms. Any disagreements concerning the curriculum plan are escalated to the Senior Associate Provost and University Curriculum Committee Chair.

The Senior Associate Provost any other executives in the Provost's Office may review written agendas and meeting minutes, hold additional meetings with faculty, and consult other relevant information to resolve disagreements.

Once finalized, the Senior Associate Provost submits the curriculum plan to the Provost for final approval. Upon approval, the Senior Associate Provost notifies the requesting executive of advancement to Step 5.

Step 5: Presentation to the Academic Affairs Council

The Senior Associate Provost schedules the request as an informational item on the agenda for the next available Academic Affairs Council meeting and informs the requesting executive of the meeting date.

During the scheduled meeting, the requesting executive presents the request to the Academic Affairs Council for discussion. The Provost facilitates the discussion on any raised concerns and makes the determination whether the request advances to Step 6.

Step 6: Completion of R401 Administrative Unit Change Document

The Senior Associate Provost notifies the Director of Accreditation and Academic Assessment of the request. Subsequently, the Director of Accreditation and Academic Assessment collaborates with the requesting executive to finalize the required USHE R401 document. Once completed, the Director of Accreditation and Academic Assessment sends the finalized R401 document to the Senior Associate Provost.

Step 7: Secure Institutional Approvals and Develop an Action Plan

The Senior Associate Provost collaborates with the Executive Assistant for Academic Affairs to include the request on the agenda for the next Academic Affairs sub-Board of Trustees meeting. Simultaneously, the Executive Assistant for Academic Affairs coordinates with the Legal Secretary in the Office of General Counsel to place the request on the agenda item for the upcoming UVU Board of Trustees meeting. The Provst determine who presents the request at these meetings.

Following each meeting, the Senior Associate Provost updates the requesting executive on the official actions taken regarding the request.

Concurrently, the Senior Associate Provost collaborates with relevant personnel to craft an action plan addressing associated logistics. Key personnel may include:
- Associate Director of Accreditation and Academic Assessment
- Associate Vice President of Student Experience and Enrollment Management
- Director of Business Intelligence and Research Services
- Director of Graduate Studies
- Director of UVU Online
- Manager of the Academic Scheduling Office
- Manager of the Curriculum Office
- Registrar

The Senior Associate Provost communicates the action plan for the request to the requesting executive and other relevant personnel.

Step 8: Facilitation of Notifications
Upon approval by the UVU Board of Trustees, the Senior Associate Provost notifies the following stakeholders:
- the stakeholders involved with the action plan for the request.
- the Deputy Provost for Faculty Senate representation, faculty affairs considerations, and academic space issues.
- the Associate Provost for Student Success for advising; concurrent enrollment; and other access, retention, and completion considerations.
- the Associate Provost for Academic Innovation for engaged learning considerations.

Simultaneously, the Director Accreditation and Academic Assessment notifies the Commissioner's Office in accordance with procedures outlined in USHE Policy R401.

Additionally, the requesting executive must comply with organizational change procedures in UVU Policy 106. The requesting executive should also collaborate with the People and Culture Division for effective change management.