

UVU Logistics for Administrative Unit Changes in Academic Affairs

Effective as of January 2, 2024

Introduction

The environment in which UVU functions is highly dynamic. Shifts in academic disciplines, economics, student demographics, and workforce needs create both opportunities and challenges that we must address. To fulfill the university's mission, achieve the intended outcomes of our academic programs, and be excellent stewards of our institution, we must ensure related processes adhere to the institution's model of [shared governance](#).

With shared governance in mind, this document contains guidelines for university logistics associated with administrative unit changes requests (hereinafter referred to as "request") in the Academic Affairs Division. It is recommended that the requesting executive identifies designees (e.g., associate dean, department chair) to help facilitate a seamless and timely process. Throughout the request process, the requesting executive and designees must maintain an open line of communication with affected faculty and staff.

Per USHE Policy [R401](#), *Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports*, all administrative unit changes in the Academic Affairs Division must be reported to the Office of the Commissioner of Higher Education and will appear as an information item on the Utah Board of Higher Education agenda.

UVU Policy [105](#), *Reporting Organizational Changes* delineates how approved changes are communicated to the organization. Depending on the complexity of a given administrative unit change request, the following institutional policies may be referenced and alter the approval workflow:

- UVU Policy [106](#), *Special Purpose Organizational Units*
- UVU Policy [605](#), *Curriculum Process*

Step 1: Requesting Executive Develops a Rationale

The requesting executive and designees develop a written document that delineates a clear rationale for the administrative unit change request. This rationale document must include the following information about the current administrative unit(s) that will be affected by the request:

- Existing academic programs and/or services
- Financial data (a minimum of five fiscal years, if available)
- For administrative units with academic programs:
 - multi-year program headcounts (a minimum of five academic years, if available)
 - multi-year retention data (a minimum of five academic years, if available)
 - multi-year completion data (a minimum of five academic years, if available)
 - specialized accreditation and/or professional licensure information (if applicable)
- Distinctive programs and/or services (e.g., experiential learning, internships)
- Internal audit status
- Faculty and/or staff information
- Benefit to students in all modalities
- Summary of conversations and deliberations with affected faculty and staff (These conversations and deliberations must be documented in department and school/college meeting agendas and minutes.)
- Other relevant information

The requesting executive or designees emails the rationale document to the Associate Provost for Academic Programs and Assessment. The Associate Provost for Academic Programs and Assessment uploads the rationale document into the Academic Affairs Administrative Unit Changes repository and coordinates with the Executive Assistant for Academic Affairs to schedule a 1:1 meeting with the requesting executive and the Provost and Senior Vice President for Academic Affairs. Based on schedules and activities in progress, there will be a sufficient amount of time in between receipt of the rationale document and the scheduled 1:1 meeting for the Provost and Senior Vice President for Academic Affairs to prepare to discuss the request.

Step 2: Requesting Executive Reviews Rationale with the Provost and Senior Vice President for Academic Affairs

During the scheduled 1:1 meeting, the requesting executive reviews the request with the Provost and Senior Vice President for Academic Affairs. Following this meeting, the Provost and Senior Vice President for Academic Affairs communicates to the Associate Provost for Academic Programs and Assessment whether the request moves to Step 3 or Step 4.

Step 3: Provost and Senior Vice President for Academic Affairs Holds Additional Meetings (as needed)

The Provost and Senior Vice President for Academic Affairs may request additional meetings be held in a 1:1 format with the requesting executive and/or additional personnel.

Following any additional meetings held, the Provost and Senior Vice President for Academic Affairs communicates to the Associate Provost for Academic Programs and Assessment whether the request moves to Step 4. If the request does not move to Step 4, the Associate Provost for Academic Programs and Assessment will share the decision of the Provost and Senior Vice President for Academic Affairs with the requesting executive and designees.

Step 4: Associate Provost for Academic Programs and Assessment Communicates Approval Workflow to Requesting Executive and Designees

The Associate Provost for Academic Programs and Assessment reviews the rationale document and holds meetings as needed with the requesting dean and/or designees to determine whether the request follows the established approval workflow.

- In cases where it does, the Associate Provost for Academic Programs and Assessment emails the requesting dean and designees to affirm the approval workflow and entrance to Step 5. It is critical that curriculum changes to affected courses and programs are not taking place concurrently with the established approval workflow for the request.
- In cases where it does not, the Associate Provost for Academic Programs and Assessment consults with appropriate stakeholders (e.g., executives in the Office of the Provost, the UCC Chair) to identify an approval workflow for the request. Once the approval workflow is determined, Associate Provost for Academic Programs and Assessment emails the requesting dean and designees to communicate the altered approval workflow and entrance to Step 5 or 6.

Step 5: Requesting Executive Finalizes the Curriculum Plan with Faculty (if applicable)

The requesting executive and designees hold meetings with faculty to finalize the curriculum plan for all credit-bearing courses and programs that are affected by the request. All curriculum planning meetings must be documented in written agendas and meeting minutes.

Full-time faculty members associated with affected courses and programs will submit an individual vote of “yes” or “no” using an internal voting process established by the requesting executive and designees. Talled “yes” votes for the curriculum plan must meet the minimum threshold of 67% for the request to move to Step 6. The internal voting process and results must be documented (e.g., Qualtrics questionnaire, Microsoft Forms).

Once the curriculum plan is finalized, the requesting executive or designees notifies the Associate Provost for Academic Programs and Assessment via email.

Step 6: Requesting Executive Presents to Academic Affairs Council

The Associate Provost for Academic Programs and Assessment adds the request as an informational item to an upcoming agenda at the next available Academic Affairs Council meeting. The Associate Provost for Academic Programs and Assessment notifies the requesting executive and designees of the meeting date via email.

On the scheduled date, the requesting executive or designees presents the request to Academic Affairs Council. Following the Academic Affairs Council meeting, the Associate Provost for Academic Programs and Assessment notifies the Director of Institutional Effectiveness, Accreditation, and Academic Assessment of the request.

Step 7: Requesting Executive Completes R401 Administrative Unit Change Documents

The Director of Institutional Effectiveness, Accreditation, and Academic Assessment emails the requesting executive and designees a blank template for the current version of USHE’s R401 document. The requesting executive and designees complete the R401 document and email it back to the Director of Institutional Effectiveness, Accreditation, and Academic Assessment, along with documentation from Step 5 (i.e., copies of agendas and meeting minutes for curriculum planning, internal voting process and results). The Director of Institutional Effectiveness, Accreditation, and Academic Assessment uploads the documentation from Step 5 into the Academic Affairs Administrative Unit Changes repository.

The Director of Institutional Effectiveness, Accreditation, and Academic Assessment reviews the completed R401 document and collaborates with the requesting executive or designees to finalize the R401 document. Once finalized, the Director of Institutional Effectiveness, Accreditation, and Academic Assessment emails the R401 document to the Associate Provost for Academic Programs and Assessment.

Step 8: Associate Provost for Academic Programs and Assessment Facilitates Institutional Approvals and Creates an Action Plan

The Associate Provost for Academic Programs and Assessment coordinates with: (1) the Executive Assistant for Academic Affairs to add the request as an approval item to an upcoming agenda at the next available Academic Affairs sub-Board of Trustees meeting, and (2) the Legal Secretary in the Office of General Counsel to add the request as an approval item to an upcoming agenda at the next available UVU Board of Trustees meeting. The Associate Provost for Academic Programs and Assessment informs the requesting executive and designees of these scheduled dates via email. The Associate Provost for Academic Programs and Assessment or the Provost and Senior Vice President for Academic Affairs will present the request at the scheduled meetings. Following each meeting, the Associate Provost for Academic Programs and Assessment will email the requesting executive and designees summary notes and the official action taken with the request.

At the same time, the Associate Provost for Academic Programs and Assessment communicates with appropriate stakeholders by email or through a scheduled meeting, depending on the complexity of the request, to develop an action plan that addresses associated logistics. Possible stakeholders may be:

- Manager, Academic Scheduling Office, Academic Affairs Division

- Manager, Curriculum Office, Academic Affairs Division
- Director, Graduate Studies, Academic Affairs Division
- Director, Institutional Effectiveness, Accreditation, and Academic Assessment, Academic Affairs Division
- Director, UVU Online, Academic Affairs Division
- Director, Business Intelligence and Research Services, Dx Division
- Associate Vice President, Student Experience and Enrollment Management, Student Affairs Division
- Registrar, Registrar's Office, Student Affairs Division

The Associate Provost for Academic Programs and Assessment communicates the action plan to the requesting executive and designees via email.

Step 9: Associate Provost for Academic Programs and Assessment; Director of Institutional Effectiveness, Accreditation, and Academic Assessment; and Requesting Executive Facilitate Notifications

Once the request has been approved by the UVU Board of Trustees, the Associate Provost for Academic Programs and Assessment notifies the following stakeholders via email:

- the stakeholders who met in Step 6 so that they may enact the action plan.
- the Deputy Provost/Associate Provost for Academic Administration to address Faculty Senate representation, other faculty affairs considerations, and academic space issues.
- the Associate Provost for Student Success to address considerations for advising, concurrent enrollment, retention, and completion.
- the Associate Provost for Academic Innovation to address considerations for engaged learning.

At the same time, the Director of Institutional Effectiveness, Accreditation, and Academic Assessment notifies the Office of the Commissioner of Higher Education, following procedures delineated in USHE Policy R401, Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports.

At the same time, the requesting executive and/or designees will follow procedures for organizational change procedures, which include:

- Completion and submission of an Organizational Change and Restructuring Form to People and Culture within five business days of final approval of the change(s).
- Enterprise-wide notification of:
 - the Finance and Auxiliary Services Division
 - Budget Office
 - Finance and Business Services
 - Payroll
 - Procurement
 - the Dx Division
 - Academic & Student Digital Services
 - Platform Technologies
 - the Institutional Advancement Division
 - the Marketing and Communications Division
 - University Marketing