**Utah System of Higher Education**

**Administrative Unit Change Proposal**

**Cover/Signature Page—Abbreviated Template**

**Institution Submitting Request:**

**Existing Unit Title:**

**Proposed Unit Title (if applicable):**

**Sponsoring School, College, or Division:**

**Sponsoring Academic Department(s) or Unit(s):**

**Proposed Effective Date:**

**Institutional Board of Trustees’ Approval Date:**

**Program Type (check all that apply):**

|  |  |
| --- | --- |
| **☐**  **☐**  **☐**  **☐**  **☐** | Name Change of Existing Unit  Administrative Unit Restructure (with or without Consolidation)  Administrative Unit Transfer  Administrative Unit Suspension  Administrative Unit Discontinuation |
| **☐** | Reinstatement of Previously Suspended Administrative Unit |
| **☐** | Reinstatement of Previously Discontinued Administrative Unit |

**Chief Academic Officer (or Designee) Signature**:

## I, the Chief Academic Officer or Designee, certify that all required institutional approvals have been obtained prior to submitting this request to the Office of the Commissioner.

Name:

Date:

**Unit Description—Abbreviated Template**

**Section I: The Request**

The (Department Name) in the (School/College Name) at Utah Valley University requests approval to (blank) effective (Date).

**Section II: Program Proposal**

**Administrative Unit Description/Rationale**

Present a brief description of the unit. Describe the institutional procedures used to arrive at the action being proposed. Briefly indicate why a change to the unit is justified. Are similar units offered elsewhere in the USHE or the State? State how the institution and the USHE benefit by the proposed unit change.

# Consistency with Institutional Mission/Institutional Impact

Explain how the unit is consistent with the institution's Regents-approved mission, roles, and goals. Describe how the existing administrative structures support the proposed unit and identify new organizational structures that may be needed. What changes in faculty and staff will be required?

# Finances

What costs or savings are anticipated with the actions proposed? What new facilities or modifications to existing facilities or equipment are needed? Describe any budgetary impact on other programs or units within the institution. If new funds are required, describe expected sources of funds.