

College of Humanities and Social Sciences
Procedure for Developing Restructuring Proposals

In order for there to be an open and transparent process that is bottom-up for the purpose of forwarding college recommendations to the provost concerning restructuring, the procedures enumerated below should be used. The procedures used and the proposals that emerge from the process must be consistent with the provisions outlined in the provost's memorandum of February 16, 2009 on "Criteria and Process for Restructuring."

1. Since the review of academic structure began in the President's Planning Council, in order to assure the transparency of the process throughout, a copy of the report of the President's Planning Council (PPC) shall be made available to all of the faculty members in the college.
2. The faculty in each program area shall prepare a report explaining what they believe would be the best structure to support their academic programs. These reports may, but need not, reflect the program areas responses to the PPC's Questionnaire. In any case, if the program area faculty recommends a change to the organizational structure, the report should include an analysis of the budgetary and resource impact of the proposed change. Each report should be shared with all members of the College.
3. After the school director has had an opportunity to review the reports, he/she may submit in writing, to the program area faculty and to the dean, any questions, concerns or comments he/she wishes to communicate.
4. In addition, suggestions concerning the best academic structure for the college should be solicited by the dean from all of the faculty and directors in the college. This may take the form of at least one college focus meeting devoted to the subject and/or a general call for suggestions from all faculty and directors. Proposals made by individuals should be shared with the faculty of all affected units, all of the directors, and the dean.
5. After the dean has had an opportunity to review the reports of the program area and the director, and suggestions from any other sources in the college, the dean will submit in writing questions, concerns and comments to each program area and the appropriate director. After the faculty have had an opportunity to review the dean's and director's remarks, a meeting should be held among the faculty/faculties of the proposed academic unit, their director/directors and the dean to discuss their positions.
5. Upon completion of the dean's recommendation, the HSS Policies and Procedures Committee shall be given the opportunity to review the document and identify policy and procedure concerns that the document raises.
6. Prior to the dean's submitting recommendations for the best academic structure of the college to the provost, these recommendations will be sent to the faculty of the college for review and comment. Program area responses to the dean's recommendations will be included in the final report to the provost.

Recommended by HSS Policies and Procedures Committee February 6, 2009, revised February 17, 2009, and March 13, 2009.

Recommended by Dean of HSS March 27, 2009.

Approved by Provost April 6, 2009.