

# Faculty Senate Working Group: Codifying University Subdivisions

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# Scope

Currently focusing on Departments and Programs.

There are also various types of Centers, Institutes, etc., both within and across colleges. Classifying and codifying those is a more complicated question, which we are saving for round 2.

# Our Consultation Process

- All five deans
- Provost's office
- Vice Provost for Research
- General Counsel
- Chair of Chairs
- A selection of Program Directors

# Disclaimer

These are our current thoughts on this complicated issue.

Nothing is set in stone.

We would be very happy to hear your thoughts.

# Departments

- Departments are subdivisions of colleges.
- All faculty members must be in at least one department.
  - Could non-tenure-track research faculty just be assigned to a research center?
- The Chair is the chief administrative officer.
  - codify procedures for appointing them
- Departments can offer degrees, majors, minors.

# Academic Programs

- Academic Programs are subdivisions of colleges, or span multiple colleges.
  - Are they only on the same level as departments? Do we need to allow for Programs contained entirely within Departments?
- Faculty members can be in a Program (in addition to their department(s)).
- The Program Director is the chief administrative officer.
  - codify procedures for appointing them - same as Department Chairs?
- Academic Programs can offer degrees, majors, minors.

**What is the salient difference between a Department and a Program?**

# Modifications to Subdivisions

Creating, dissolving, merging, or modifying these entities requires broad consultation with stakeholders, written justification, transition plans, and timelines.

# Consultation & Approval

Notify the Faculty Senate and student government at the beginning of the process.

Consult the unit's faculty, staff, & students; other units that might be affected

Consult with relevant College committees, and approval by the relevant Dean(s)

Consult with EdPol and/or GRC

Consult with student government

Approval by Faculty Senate

- creation, merger, dissolution: live debate and vote
- smaller changes: consent calendar

Approval by Provost

# Documentation

Written justification, timeline, and transition plan are required, starting at the beginning of the formal process.

At the end of the process, these documents must be accompanied by comments collected during the consultations, including comments in opposition.

Closures:

- teach-out plan (transition plan) must account for students who are currently completing degrees or course work in the unit
- closure plans must also account for program application cycles, faculty contracts, marketing and communication contracts, recruitment contracts, outside vendor contracts, etc.

# Questions

- “Quiet Closures”: Could we prevent removal of all (or a large part) of a unit's budget?
- To what extent should Centers, Institutes, etc. be treated differently?

# Get in Touch

We welcome feedback!

Feel free to get in touch with us if you have thoughts on this effort.

Not all of us will be continuing with the Working Group in the next academic year.

- We probably need at least 1 new member.

Email me at [knospe@lehigh.edu](mailto:knospe@lehigh.edu) .