

**PROCEDURAL MANUAL
FOR THE REVIEW OF
PROPOSALS FOR ACADEMIC
PROGRAMS AND UNITS**

MAY 2003

INTRODUCTORY NOTE

The “*Procedural Manual for the Review of Proposals for Academic Programs and Units*”, has been prepared by Luisa Crespo, Policy Analyst, Graduate Council and Corrine Verhulst, Coordinator, Information Management and liaison to the Office of the President for Academic Programs (formerly in the Office of Academic Planning and Budget, now in the Office of Analysis and Information Management).

Based on the revisions to the Statewide Compendium a “*Systemwide Review Process of Academic Programs, Academic Units, and Research Units*” (see <http://www.ucop.edu/acadaff/accomp/>). We developed this document to be used at the campus level. This document was based on the procedures used by both the Administration and the Academic Senate in the evaluation and approval of previous proposals to establish, disestablish, or modify academic programs and units. Please note that the Manual was developed primarily as a guide to help schools/college, and departments in outlining the process for evaluation of their proposal. The flow charts along with brief descriptions are designed to provide a general understanding of the procedures, and voting required to ensure effective consultation to process the proposal in a timely manner. **The guide is flexible, and allows for the authorized agencies to determine the details required for each review process.**

TABLE OF CONTENTS

Academic Program Approval Summary	2
UNDERGRADUATE	3
New Undergraduate Degree Program (chart)	4
New Undergraduate Degree Program(description)	5
Name Change of Undergraduate Program(chart)	6
Name Change of Undergraduate Program(description)	7
New Undergraduate Degree Designation/Title(chart)	8
New Undergraduate Degree Designation/Title(description)	9
Joint Undergraduate Degree Program(chart)	10
Joint Undergraduate Degree Program(description)	11
Transfer, Consolidation, or Disestablishment of Undergraduate Program(chart)	12
Transfer, Consolidation, or Disestablishment of Undergraduate Program(description) ..	13
GRADUATE	14
New Graduate Degree Program(chart)	15
New Graduate Degree Program(description)	16
Name Change of Graduate Degree Program(chart).....	17
Name Change of Graduate Degree Program(description)	18
New Graduate Degree Designation/Title(chart)	19
New Graduate Degree Designation/Title(description)	20
Joint Graduate Degree Program(chart)	21
Joint Graduate Degree Program(description)	22
Transfer, Consolidation, or Disestablishment of Graduate Program(chart)	23
Transfer, Consolidation, or Disestablishment of Graduate Program(description)	24
DEPARTMENTS	25
New Department(chart)	26
New Department(description)	27
Name Change of Department(chart)	28
Name Change of Department(description)	29
Transfer, Consolidation, or Disestablishment of Department(chart)	30
Transfer, Consolidation, or Disestablishment of Department(description)	31
SCHOOLS/COLLEGES	32
New School/College(chart)	33
New School/College(description)	34
Name Change of School/College(chart).....	35
Name Change of School/College(description)	36
Transfer, Consolidation, or Disestablishment of School/College(chart)	37
Transfer, Consolidation, or Disestablishment of School/College(description)	38
ORGANIZED RESEARCH UNIT	39
New Organized Research Unit(chart)	40
New Organized Research Unit(description)	41

ACADEMIC PROGRAM APPROVAL SUMMARY

Approval NOT NEEDED from the Office of the President (inform OP only)

- New Undergraduate Degree Program
- New Joint Undergraduate Degree Program
- New Department
- New Organized Research Unit (ORU)
- Name Change of Undergraduate Degree Program
- Name Change of Department
- Name Change of Organized Research Unit (ORU)
- Name Change of Graduate Degree Program
- Name Change of Multicampus Research Unit (MRU)
- Transfer, Consolidation, or Disestablishment of Undergraduate Degree Program
- Transfer, Consolidation, or Disestablishment of Department
- Transfer, Consolidation, or Disestablishment of Organized Research Unit (ORU)

Approval NEEDED from the Office of the President

- New Graduate Degree Program
- New Schools/Colleges/Division
- New Undergraduate Degree Designation/Title
- New Graduate Degree Designation/Title
- New Joint Graduate Degree Program
- New Multicampus Research Unit (MRU)
- Discontinue a Unique Undergraduate Degree Title
- Discontinue a Unique Graduate Degree Title
- Name Change of School/College
- Transfer, Consolidation, or Disestablishment of Graduate Degree Program
- Transfer, Consolidation, or Disestablishment of School/College
- Transfer, Consolidation, or Disestablishment of Multicampus Research Unit (MRU)

Approval NEEDED from THE REGENTS

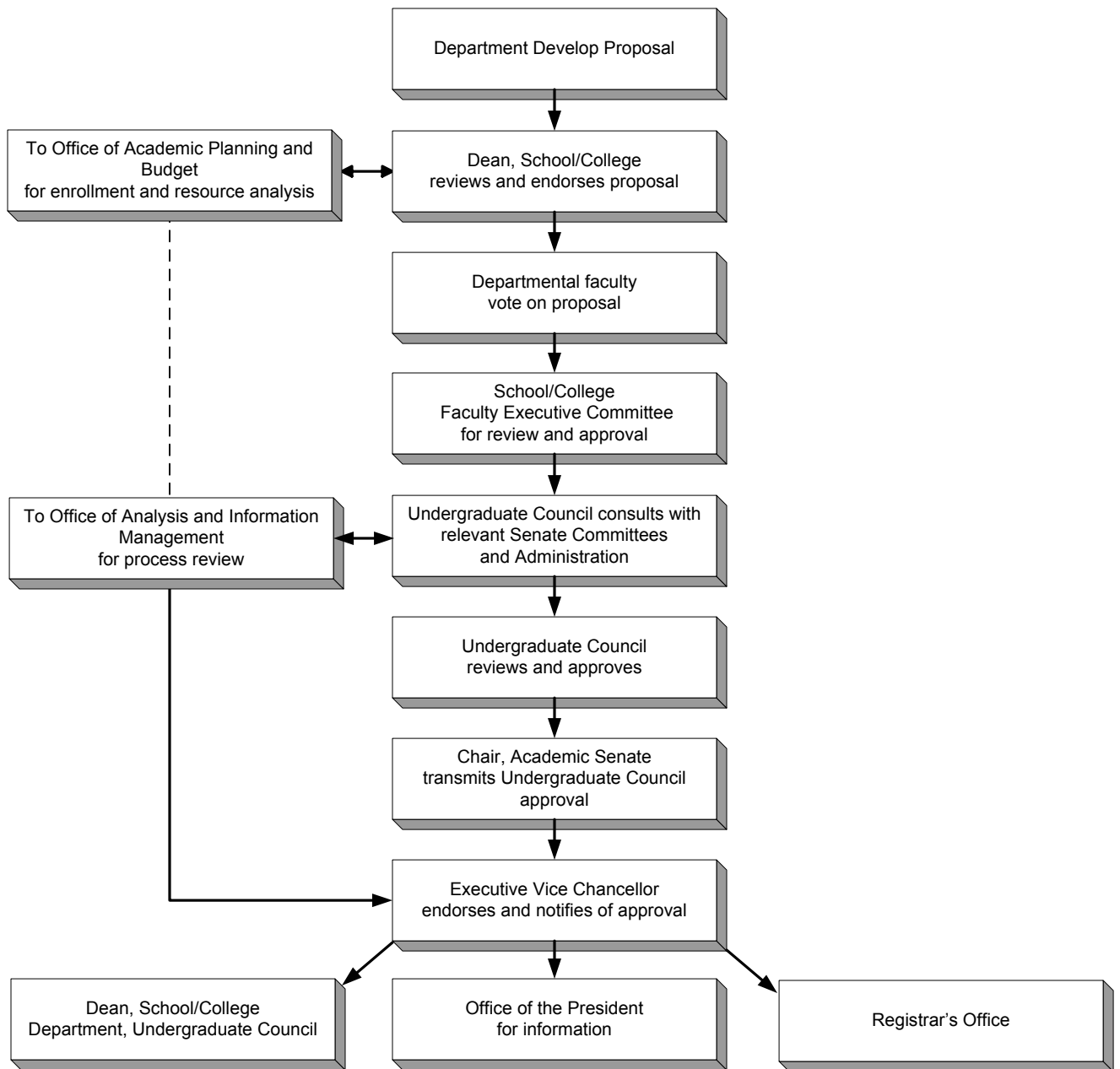
- Establishment of Schools and College
- Transfer, Consolidation, or Disestablishment of Schools and College

Appendix V Actions: refers to the transfer, consolidation, disestablishment or discontinuation of an academic program(s) or and academic unit(s), whether within a campus or from one campus to another. (See Academic Senate Manual)

Ordinarily, a proposed transfer, consolidation, or disestablishment (TCD) of a school/college or graduate degree program is included (listed and described) in a Five-Year Perspective that submitted by the campus at least one year before action is formally submitted for campus review. If it is not included in the Five-Year Perspective, then immediately before or at the time the proposed action is announced publicly on campus, the Chancellor (or designee) e-mails or faxes to the Office of the President and CCGA the 1-2 page description that would ordinarily have been included in the Five-Year Perspective.

UNDERGRADUATE

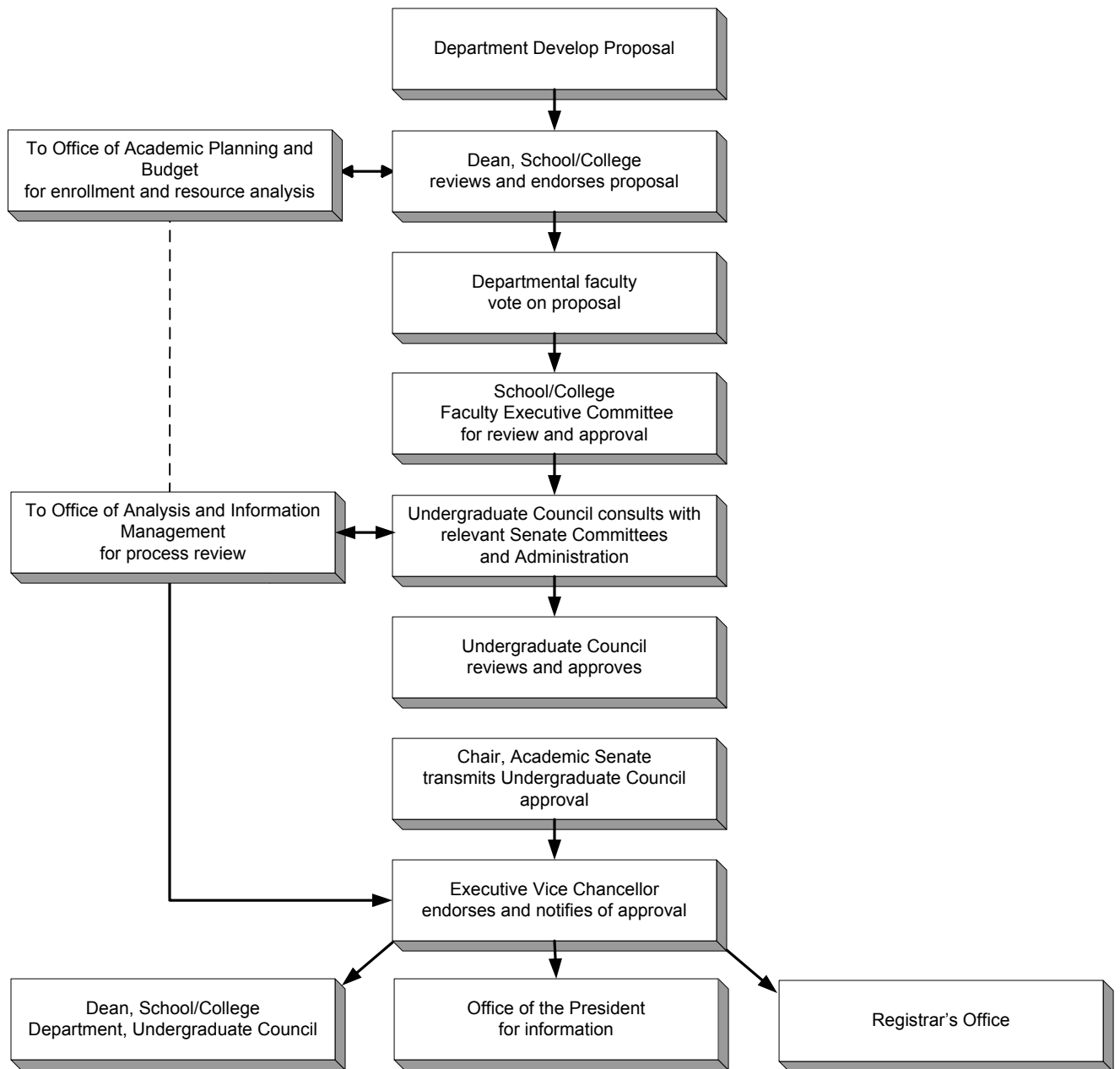
NEW UNDERGRADUATE DEGREE PROGRAM (INCLUDING INTERDEPARTMENTAL)



ESTABLISH NEW UNDERGRADUATE DEGREE PROGRAM (Including Interdepartmental)

- Department develops proposal.
- Department submits proposal to Dean – School/College for review and endorses proposal.
- Dean, School/College sends to Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental faculty review and vote on proposal.
- Department submits to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Undergraduate Council.
- Undergraduate Council consults with relevant Senate Committees for review and approval and sends to the Office of Analysis and Information Management.
- Undergraduate Council reviews and approves and sends to the Chair, Academic Senate.
- Chair, Academic Senate transmits Undergraduate Council approval to the Executive Vice Chancellor and Office of Analysis and Information Management.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modification.
- Office of Analysis and Information Management coordinates response for Executive Vice Chancellor informing the Office of the President of campus approval and notifies Dean of School/College, Department, Undergraduate Council and Registrars Office of approval.
- Registrar's Office contacts Office of the President for new major code.

NAME CHANGE OF UNDERGRADUATE DEGREE PROGRAM *

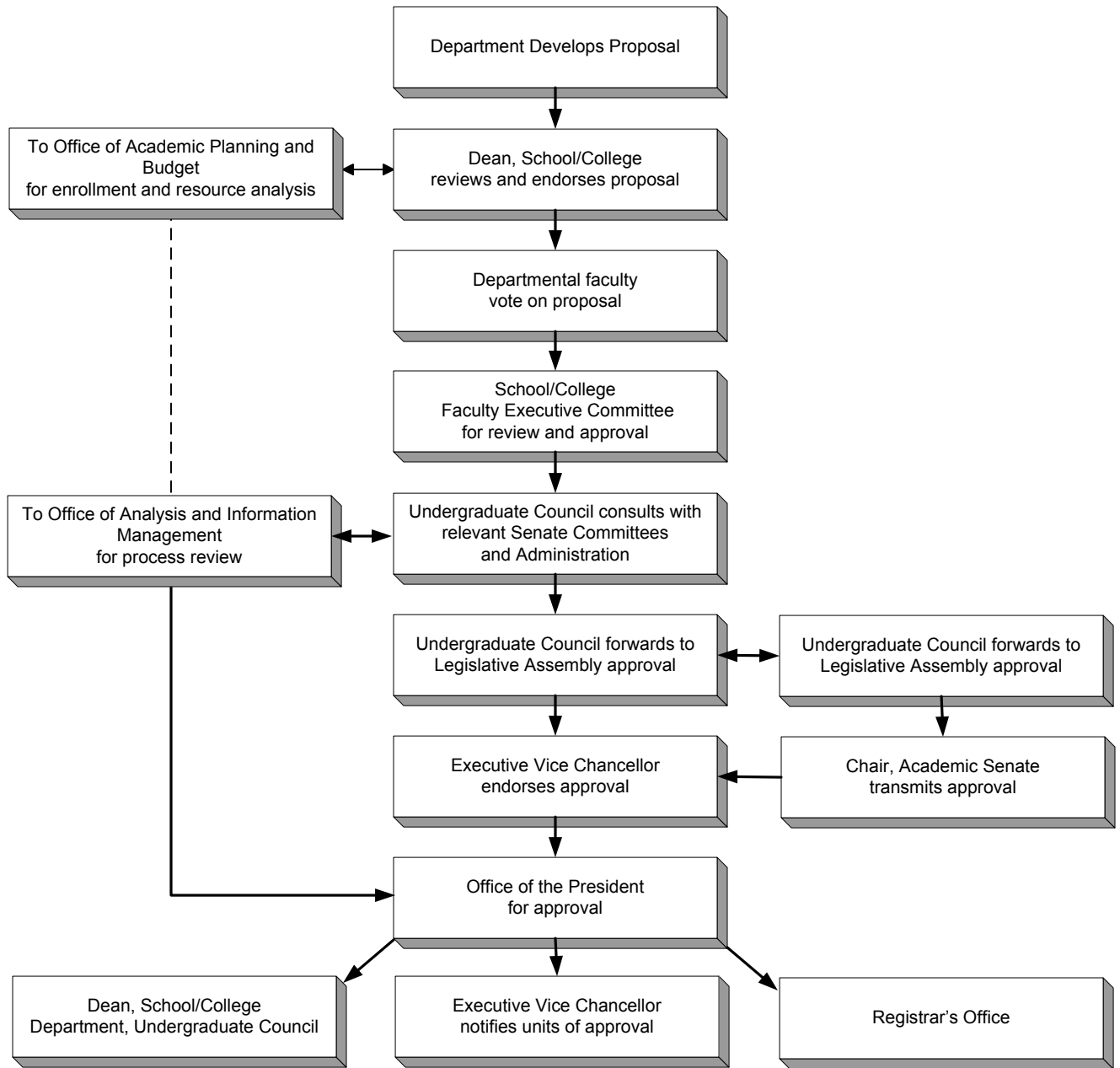


* Change in name only, not any curriculum changes

NAME CHANGE OF UNDERGRADUATE DEGREE PROGRAM

- Department develops proposal.
- Department submits proposal to Dean – School/College for review and endorses proposal.
- Dean, School/College sends to Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental faculty review and vote on proposal.
- Department submits to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Undergraduate Council.
- Undergraduate Council sends complete proposal to relevant Senate Committees for comments and approval and Office of Analysis and Information Management.
- Undergraduate Council reviews and approves and sends to the Chair, Academic Senate.
- Chair, Academic Senate transmits Undergraduate Council approval to the Executive Vice Chancellor and to Office of Analysis and Information Management.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Office of the President, Dean of School/College, Department, Registrars Office, and Undergraduate Council of approval.
- Registrar's Office contacts Office of the President for new major code.

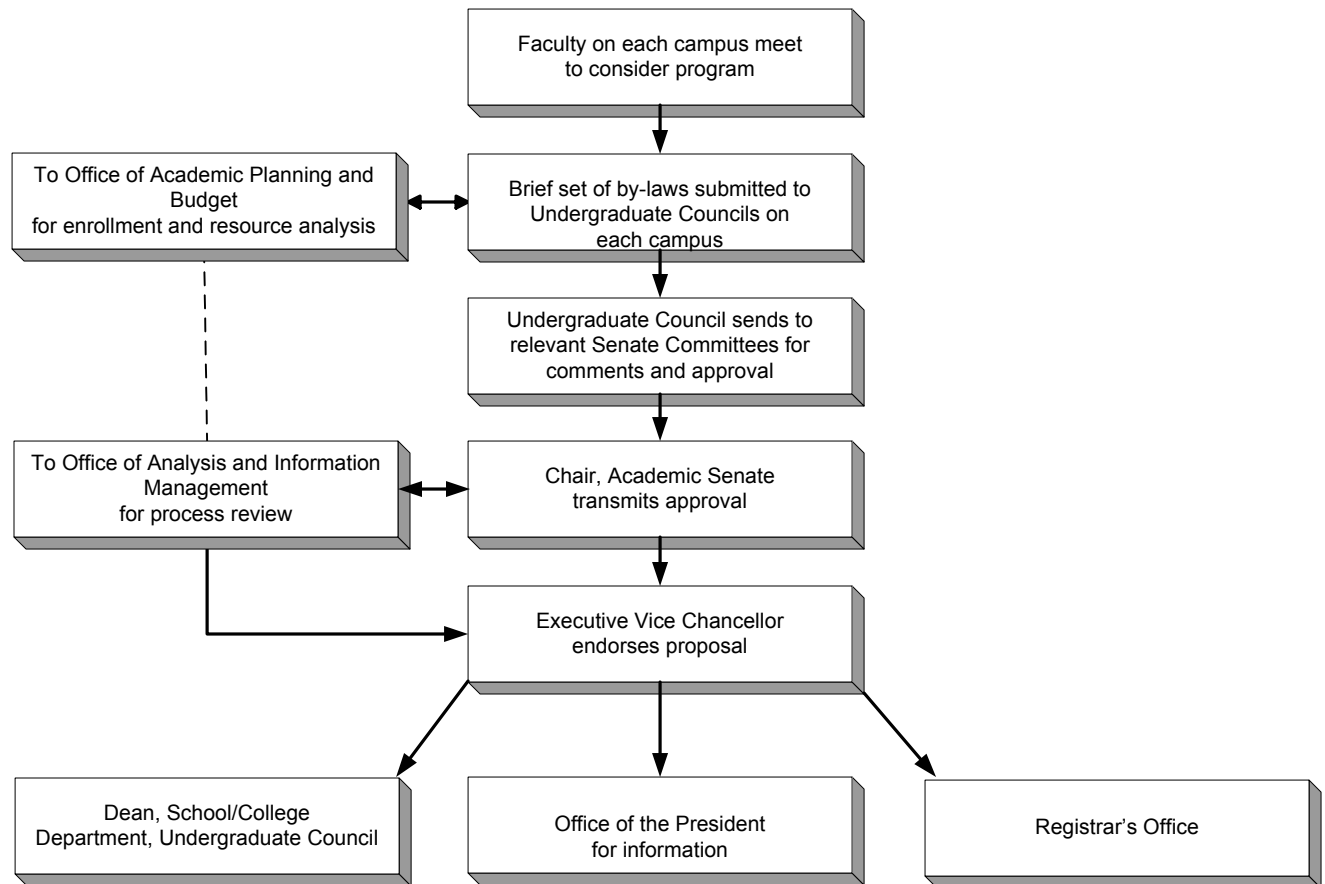
NEW UNDERGRADUATE DEGREE DESIGNATION TITLE



ESTABLISH NEW UNDERGRADUATE DEGREE DESIGNATION

- Department develops proposal.
- Department submits proposal to Dean – School/College for analysis of academic merit of program. Dean's statement of resources and funding is required of proposed program and must be attached to the proposal.
- Dean, School/College sends to Office of Academic Planning and Budget for enrollment and resource analysis and they may consult with the Dean of the School/College.
- Departmental faculty review and vote on proposal.
- Department submits to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Undergraduate Council.
- Undergraduate Council sends complete proposal to relevant Senate Committees for comments and approval and to the Office of Analysis and Information Management for review.
- Undergraduate Council notifies the Chair, Academic Senate of the action and transmits approval to the Legislative Assembly for approval.
- Chair, Academic Senate transmits approved proposal and an excerpt of the Council Minutes to Executive Vice Chancellor for his/her recommendation and letter to the Office of the President.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President who acts on behalf of The Regents for approval.
- Office of the President sends letter of approval to the Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of School/College, Department, Undergraduate Council and Registrars Office of approval.
- Registrar's Office contacts Office of the President for new major code.

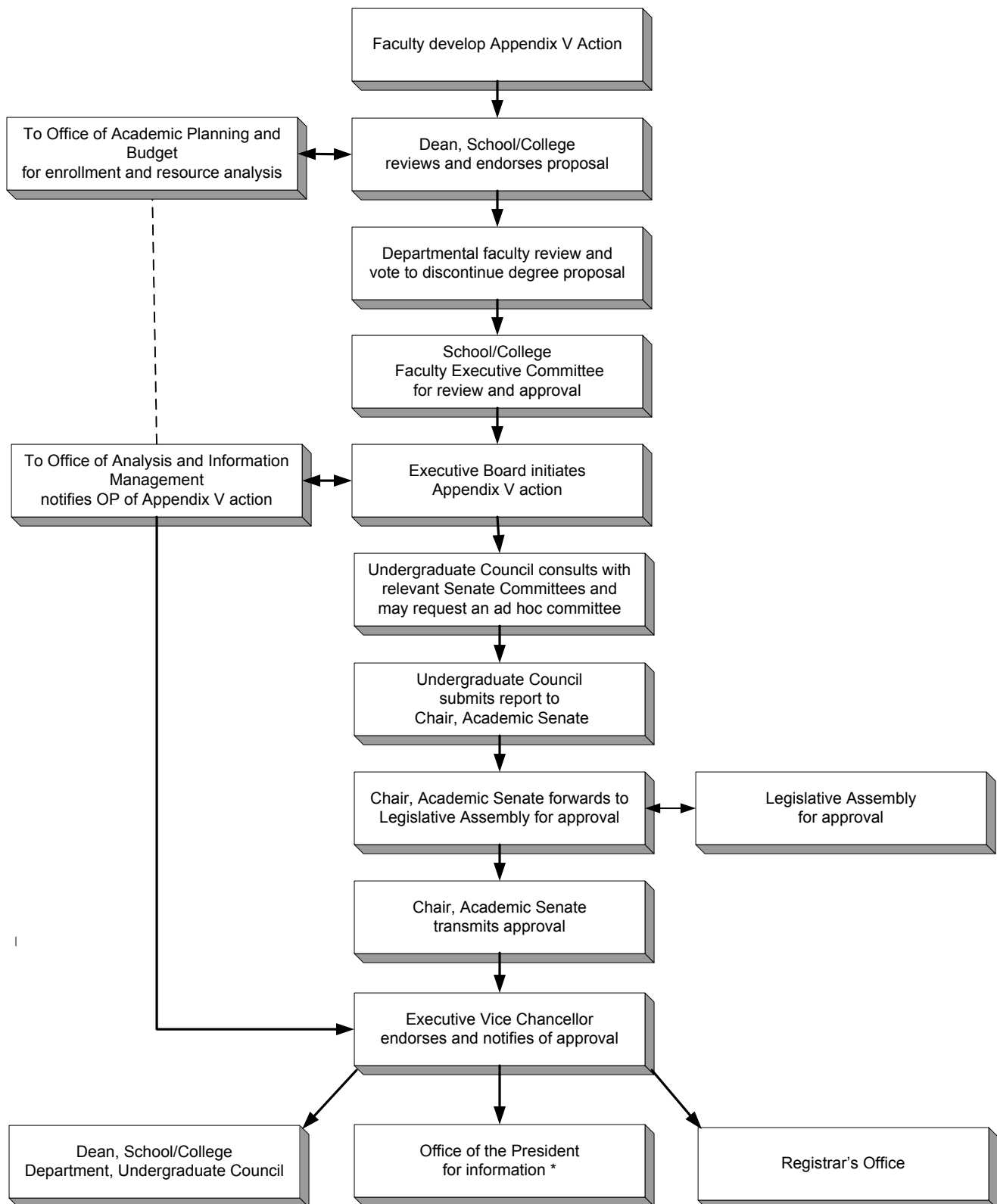
JOINT UNDERGRADUATE DEGREE PROGRAM



ESTABLISHING A JOINT UNDERGRADUATE DEGREE PROGRAM

- Faculty on each participating campus meet to consider program.
- Brief set of by-laws submitted to Undergraduate Councils on each campus.
- Undergraduate Council on each campus reviews proposal and sends to various Senate Committees for comments and approval and to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Undergraduate Council sends approval to the Chair, Academic Senate.
- Chair, Academic Senate sends Undergraduate Council approval to the Office of Analysis and Information Management for review.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modification and coordinates response for Executive Vice Chancellor informing the Office of the President of campus approval and notifies Dean, School/College, Department, Undergraduate Council and Registrar's Office.
- Registrar's Office contacts the Office of President for new major code.

TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF UNDERGRADUATE DEGREE PROGRAM



* If unique degree title, OP approves as delegated by the The Regents (see Compendium II.c)

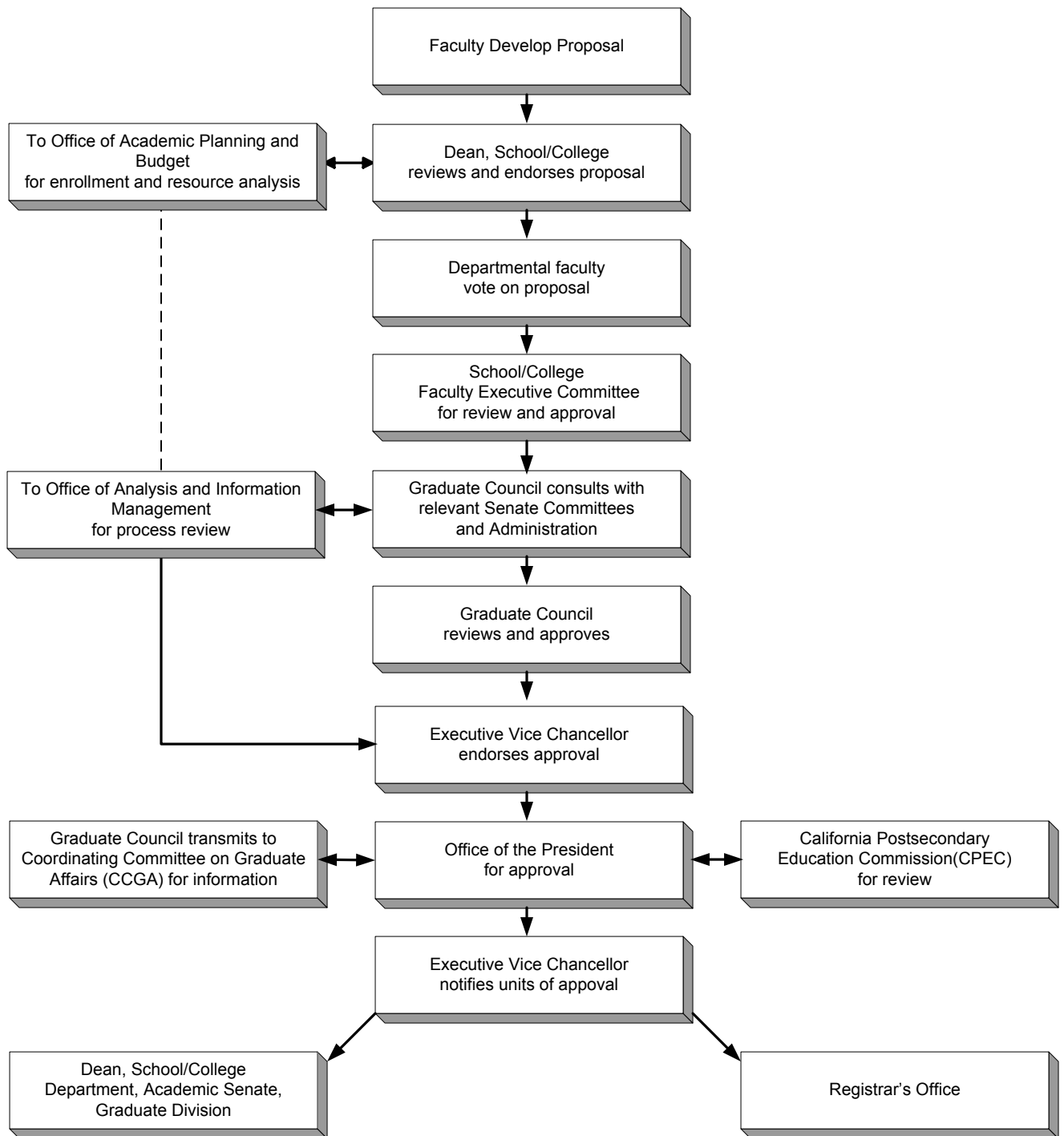
TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF UNDERGRADUATE DEGREE PROGRAM

- Faculty develops Appendix V Action.
- Dean, School/College review and endorses proposal and sends to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental Faculty review and vote to discontinue program.
- Department submits proposal to the Faculty Executive Committee of School/College for review and approval.
- Faculty Executive Committee of School/College review and approve.
- Executive Board initiates Appendix V (campus action only) and Chair, Academic Senate sends to designated committees and Office of Analysis and Information Management.
- Office of Analysis and Information Management notifies the Office of the President of Appendix V action.
- Undergraduate Council consults with relevant Senate Committees and may request an ad hoc committee.
- Undergraduate Council submits report to Chair, Academic Senate.
- Chair, Academic Senate forwards to Legislative Assembly for approval.
- Legislative Assembly votes on recommendations
- Chair of the Academic Senate sends approved proposal to Executive Vice Chancellor for information.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Office of the President*, Dean of the School/College, Department, Undergraduate Council and Registrar's Office.

* If unique degree title, the Office of the President approves as delegated by The Regents (see compendium II.c)

GRADUATE

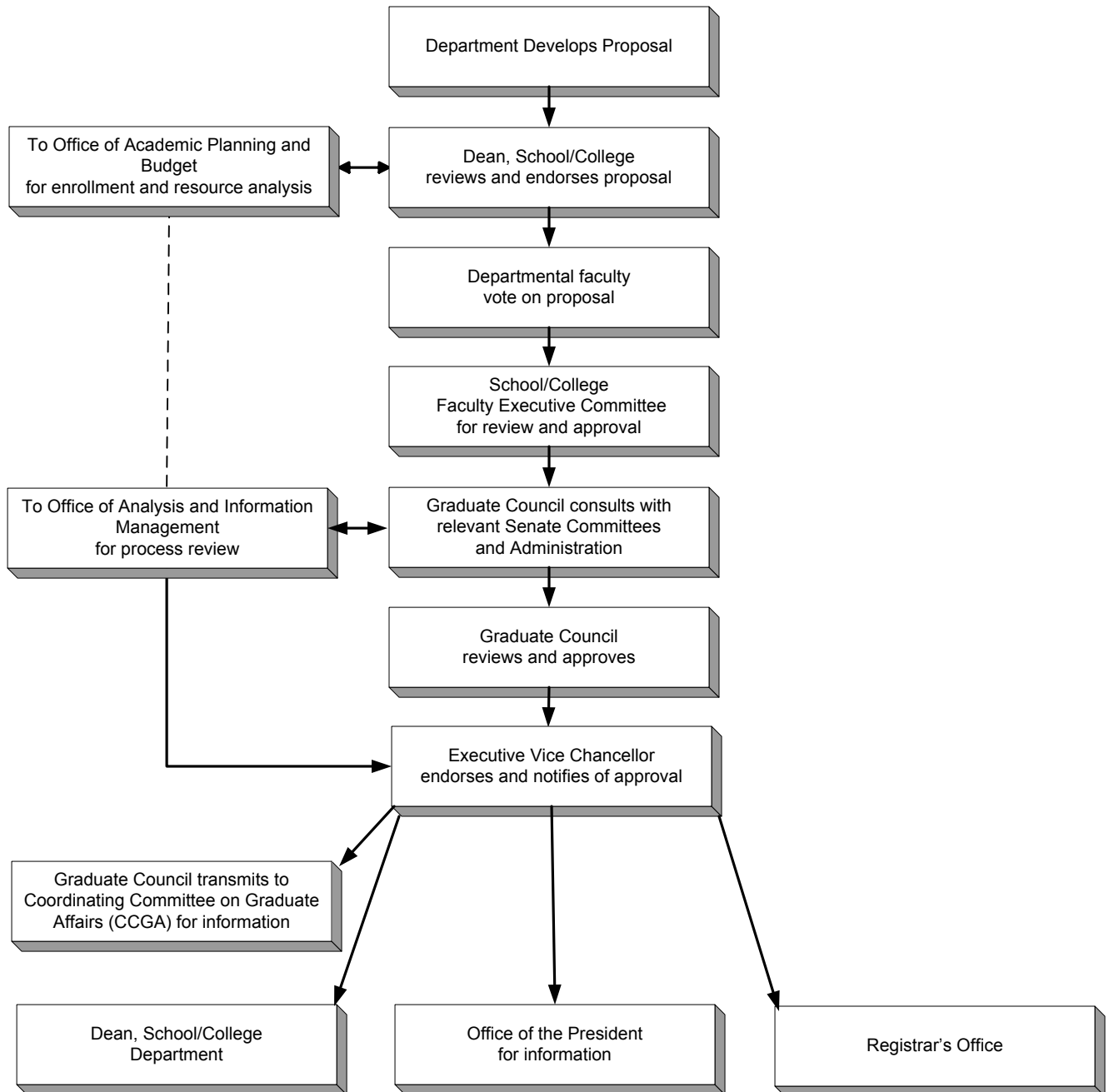
NEW GRADUATE DEGREE PROGRAM (INCLUDING INTERDEPARTMENTAL)



ESTABLISH NEW GRADUATE DEGREE PROGRAMS (Including Interdepartmental)

- Department develops proposal.
- Department submits proposal to Dean – School/College for analysis of academic merit of program. Dean's statement of resources and funding is required of proposed program and must be attached to the proposal.
- Dean, School/College sends to Office of Academic Planning and Budget for enrollment and resource analysis and they may consult with Dean of the School/College.
- Departmental faculty review and vote on proposal.
- Department submits proposal to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Graduate Council.
- Graduate Council sends complete proposal to the Office of Analysis and Information Management for review and to the Graduate Division and the ad-hoc committee to review and evaluate the proposal. The ad-hoc committee is normally selected from the Council's Committee on Degree Programs (CDP).
- Graduate Division and Council on Planning and Budget (CPB) report comments to the ad-hoc committee.
- Ad-hoc committee reviews responses, if revisions are required; it is responsibility of CDP Chair to review suggested changes with the originating unit until proposal appears to warrant final action by Graduate Council.
- If CDP recommends approval, the proposal is put on the Graduate Council agenda for review and final approval.
- Graduate Council transmits approval to Executive Vice Chancellor for his/her recommendation and letter to the Office of the President with copy to the Chair, Academic Senate
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President for approval and Graduate Council.
- Graduate Council sends copy of EVC letter and copy of proposal dossier to the Chair of the Coordinating Committee on Graduate Affairs (CCGA).
- Office of the President sends to California Postsecondary Education Commission (CPEC) for review.
- Office of the President sends letter of approval to the Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of School/College, Department, Graduate Division and Registrar's Office of approval.
- Registrar's Office contacts Office of the President for new major code.

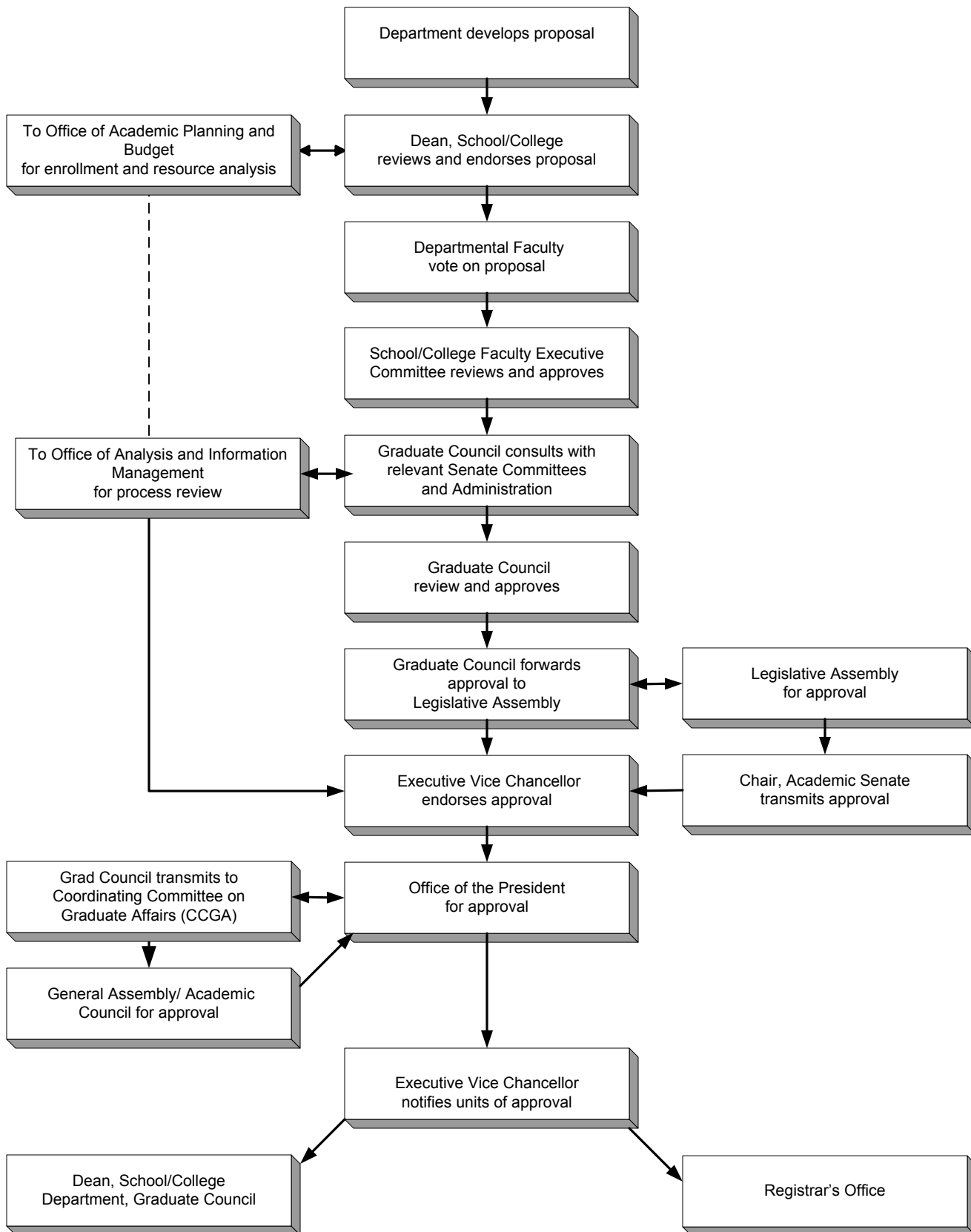
NAME CHANGE OF GRADUATE DEGREE PROGRAM



NAME CHANGE OF GRADUATE DEGREE PROGRAM

- Department develops proposal.
- Department submits proposal to Dean – School/College for review and endorses proposal.
- Dean, School/College sends to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental faculty review and vote on proposal.
- Department submits proposal to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Graduate Council.
- Graduate Council sends complete proposal to relevant Senate Committees for comments and approval and to the Office of Analysis and Information and Management.
- Graduate Council reviews and approves and sends approval to the Executive Vice Chancellor for his/her recommendation and letter to the Office of the President.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Office of the President, Dean of School/College, Department, Graduate Council and Registrars Office of approval.
- Graduate Council sends copy of EVC letter and copy of proposal to the Coordinating Committee on Graduate Affairs (CCGA) for information.
- Registrar's Office contacts Office of the President for new major code.

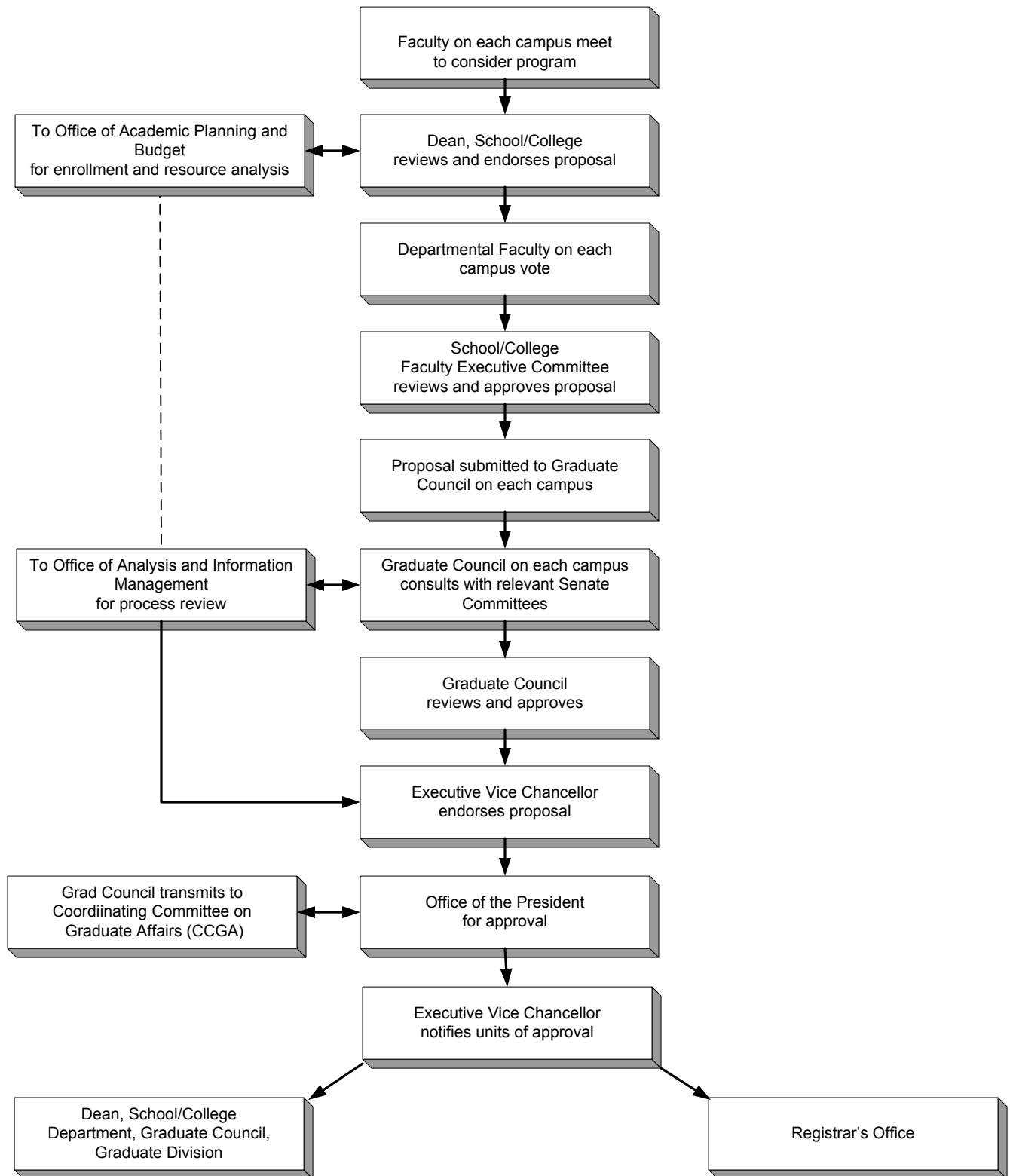
NEW GRADUATE DEGREE DESIGNATION / TITLE



ESTABLISH NEW GRADUATE DEGREE DESIGNATION / TITLE

- Department develops proposal.
- Department submits proposal to Dean – School/College for analysis of academic merit of program. Dean's statement of resources and funding is required of proposed program and must be attached to the proposal.
- Dean, School/College sends to Office of Academic Planning and Budget for enrollment and resource analysis and they may consult with Dean of the School/College.
- Departmental faculty review and vote on proposal.
- Department submits to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Graduate Council.
- Graduate Council sends complete proposal to the Office of Analysis and Information Management for review and to the Graduate Division and the ad-hoc committee to review and evaluate the proposal. The ad-hoc committee is normally selected from the Council's Committee on Degree Programs (CDP). Information copy is sent to the Chair, Academic Senate.
- Graduate Division and Council on Degree Programs (CDP) and CPB report comments to the ad-hoc committee.
- Ad-hoc committee reviews responses, if revisions are required; it is responsibility of CDP Chair to review suggested changes with the originating unit until proposal appears to warrant final action by Graduate Council.
- If CDP recommends approval, the proposal is put on the Graduate Council agenda for review and final approval.
- Graduate Council notifies the Chair, Academic Senate of the action and sends approval to the Legislative Assembly for approval.
- Chair, Academic Senate sends copy of approved proposal and an excerpt of the Council Minutes to Executive Vice Chancellor for his/her recommendation and letter to the Office of the President.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President for approval and Graduate Council.
- Graduate Council sends copy of EVC letter and copy of proposal dossier to the Chair of the Coordinating Committee on Graduate Affairs (CCGA)
- CCGA approves and sends to General Assembly/Academic Council for approval.
- General Assembly/Academic Council approves and notifies the Office of the President.
- Office of the President sends letter of approval to the Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of School/College, Department, Graduate Council, Graduate Division and Registrars Office, of approval.
- Registrar's Office contacts Office of the President for new major code.

JOINT GRADUATE DEGREE PROGRAM *

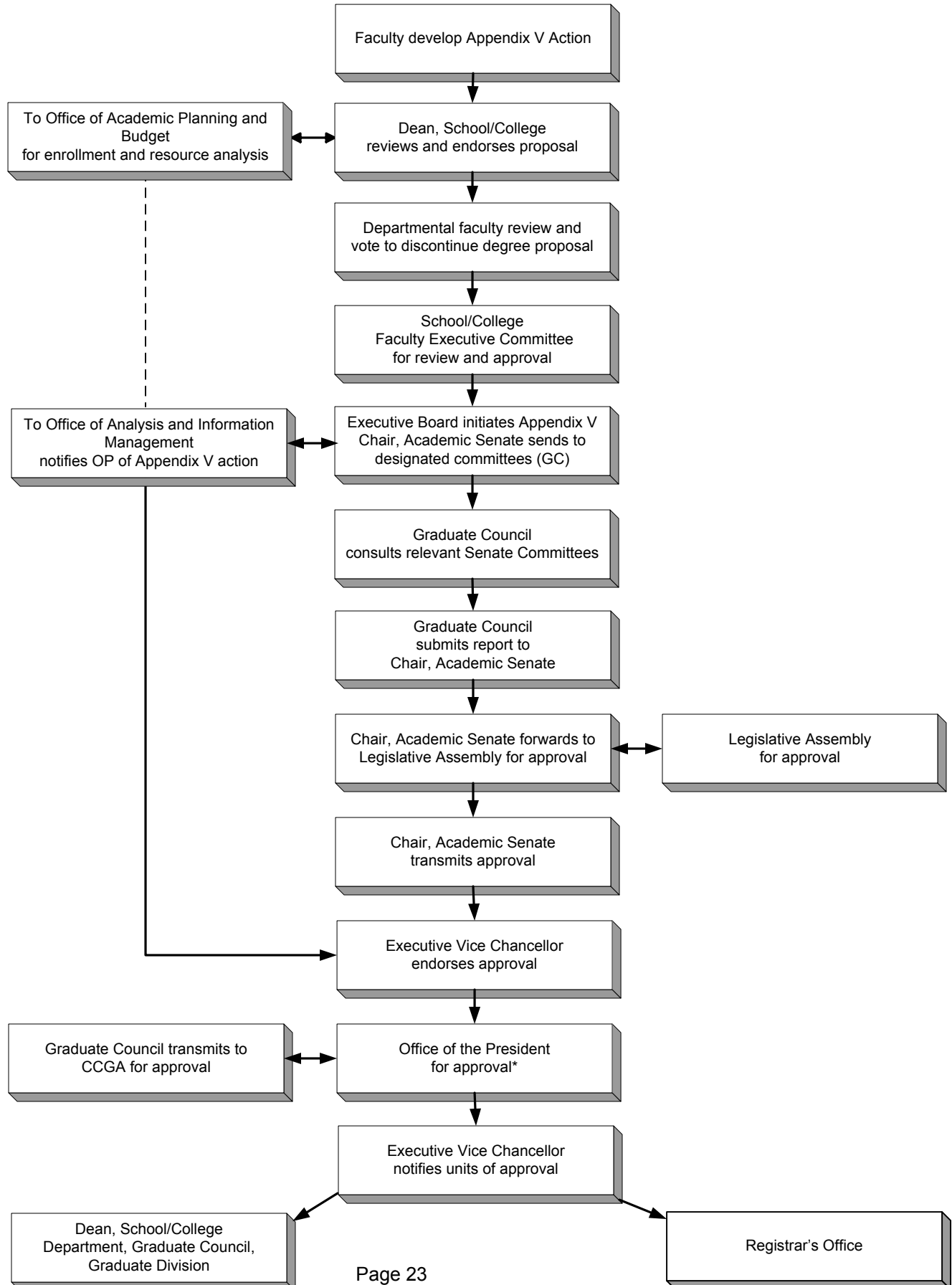


* This process assumes a completely new program for both campuses.

ESTABLISHING A JOINT GRADUATE DEGREE PROGRAM

- Faculty on each campus meet to consider program.
- The faculty committee on each campus drafts the intercampus degree proposal as directed by campus groups. The academic aspects of the degree program are considered, including standards of admission with respect to scholastic qualifications and course preparation, required core courses and recommended electives within the program to be completed prior to qualifying examination. A brief set of by-laws are drawn up. The proposal would include all of the details now required for presentation of a program to Graduate Councils and to the CCGA.
- Department submits proposal to Dean, School/College for review and endorses proposal.
- Dean, School/College sends to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental faculty review and vote on proposal.
- Department submits to the Faculty Executive Committee of School/College for review and approval.
- Proposal is sent to Graduate Council on each campus for review and approval.
- Graduate Council sends complete proposal to the Office of Analysis and Information Management, Graduate Division and the ad-hoc committee to review and evaluate the proposal. The ad-hoc committee is normally selected from the Council's Committee on Degree Programs (CDP). Information copy is sent to the Chair, Academic Senate.
- Graduate Division and Council on Degree Programs (CDP) and CPB report comments to the ad-hoc committee.
- Ad-hoc committee reviews responses, if revisions are required; it is the responsibility of the CDP Chair to review suggested changes with the originating unit until proposal appears to warrant final action by Graduate Council.
- If CDP recommends approval, the proposal is put on the Graduate Council agenda for review and final approval.
- Graduate Council notifies the Chair, Academic Senate of the action and sends approval to the Legislative Assembly for approval.
- Graduate Council transmits approval to Executive Vice Chancellor.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsements/modifications and prepares letter for the Executive Vice Chancellor along with the approved proposal and sends to the Office of President and Graduate Council.
- Graduate Council transmits to CCGA for approval.
- The CCGA-approved program is then forwarded to the President for authority to grant the specific graduate degrees jointly on each of the campuses involved. If the proposal is for a new degree, approval by the Assembly of the Senate will also be required. If the proposal is for a program for an existing degree, amendment of the Standing Orders will be required only in respect to those campuses newly empowered to grant the degree in the specific field.
- The Office of the President notifies the Executive Vice Chancellor on each of the campuses of approval.
- The Executive Vice Chancellor notifies the Dean, School/College, Department, Graduate Council, Graduate Division and the Registrar's Office of approval.

TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF GRADUATE DEGREE PROGRAM

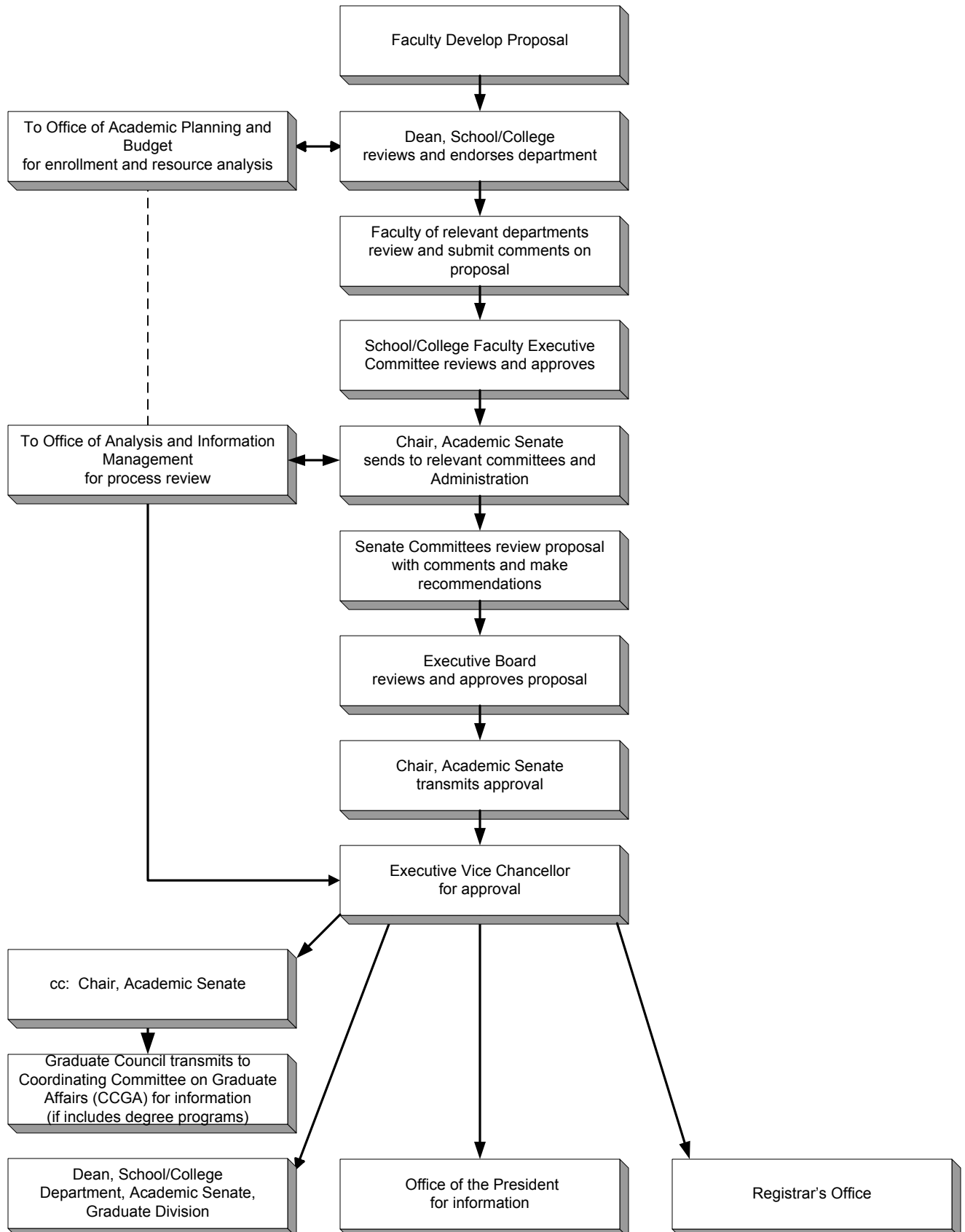


TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF GRADUATE DEGREE PROGRAM

- Faculty develop Appendix V Action.
- Dean, School/College reviews and endorses proposal and sends to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental Faculty review and vote to discontinue program.
- Department submits proposal to the Faculty Executive Committee of School/college for review and approval.
- Faculty Executive Committee of School/College review and approve proposal.
- Executive Board initiates Appendix V action and Chair, Academic Senate sends to designated committees and Office of Analysis and Information Management for review.
- Office of Analysis and Information Management sends to systemwide notifying of Appendix V action.
- Graduate Council consults with relevant Senate Committees and may request an ad hoc committee
- Graduate Council submits report to Chair, Academic Senate.
- Chair, Academic Senate forwards to Legislative Assembly for approval.
- Legislative Assembly votes on recommendations.
- Chair of the Academic Senate transmits approval.
- Office of Analysis and Information Management prepares letter of endorsement/approval for the Executive Vice Chancellor along with approved proposal and sends to Office of the President for approval and to the Graduate Council.
- Graduate Council sends copy of EVC letter and copy of proposal to the Chair of the Coordinating Committee on Graduate Affairs (CCGA).
- CCGA reviews and approves and sends to the Office of the President.
- Office of the President sends letter of approval to the Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of the School/College, Department, Graduate Council, Graduate Division and Registrar's Office of approval.

DEPARTMENTS

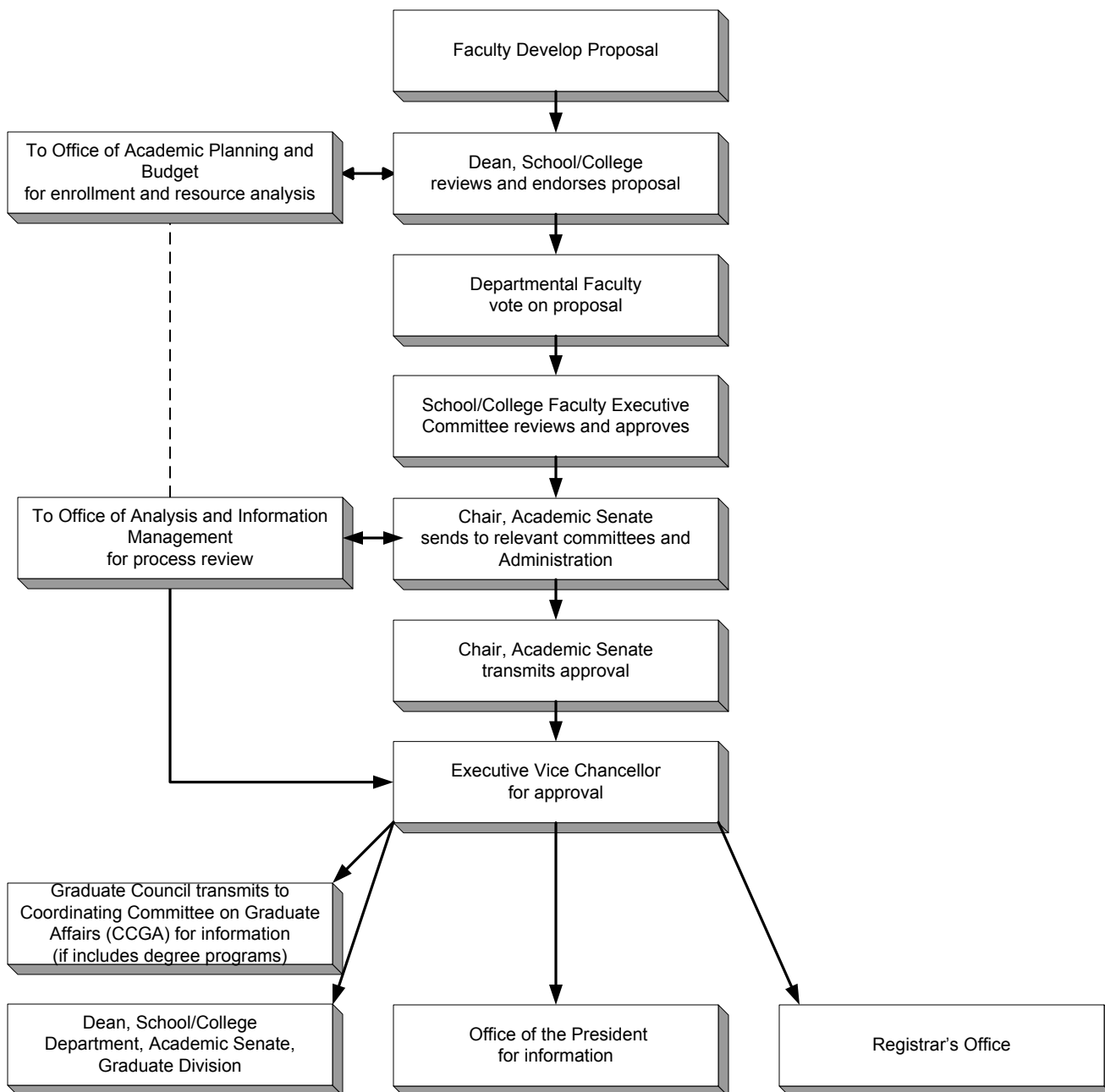
NEW DEPARTMENT



ESTABLISH NEW DEPARTMENT

- Faculty develop proposal.
- Dean, School/College reviews and endorses department. Dean's statement of resources and funding is required of proposed department and must be attached to the proposal.
- Dean, School/College sends to Academic Planning and Budget Office for enrollment and resource analysis.
- Faculty of relevant departments review, and submit comments on proposal.
- Faculty Executive Committee of School/College reviews and approves.
- Chair of the Academic Senate sends to relevant committees and Office of Analysis and Information Management for review.
- Senate Committees (UGC/GC, CPB) review proposal with comments and make recommendations.
- Executive Board of Academic Senate reviews and approves proposal.
- Chair of the Academic Senate transmits approved proposal to Executive Vice Chancellor for approval.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President, Dean of School/College, Department and Chair, Academic Senate, Registrar's Office and Graduate Division for information.
- Chair, Academic Senate sends copy of EVC letter and copy of proposal to the Graduate Council.
- Graduate Council transmits copy of EVC letter and proposal to Chair of the Coordinating Committee on Graduate Affairs (CCGA) for information.

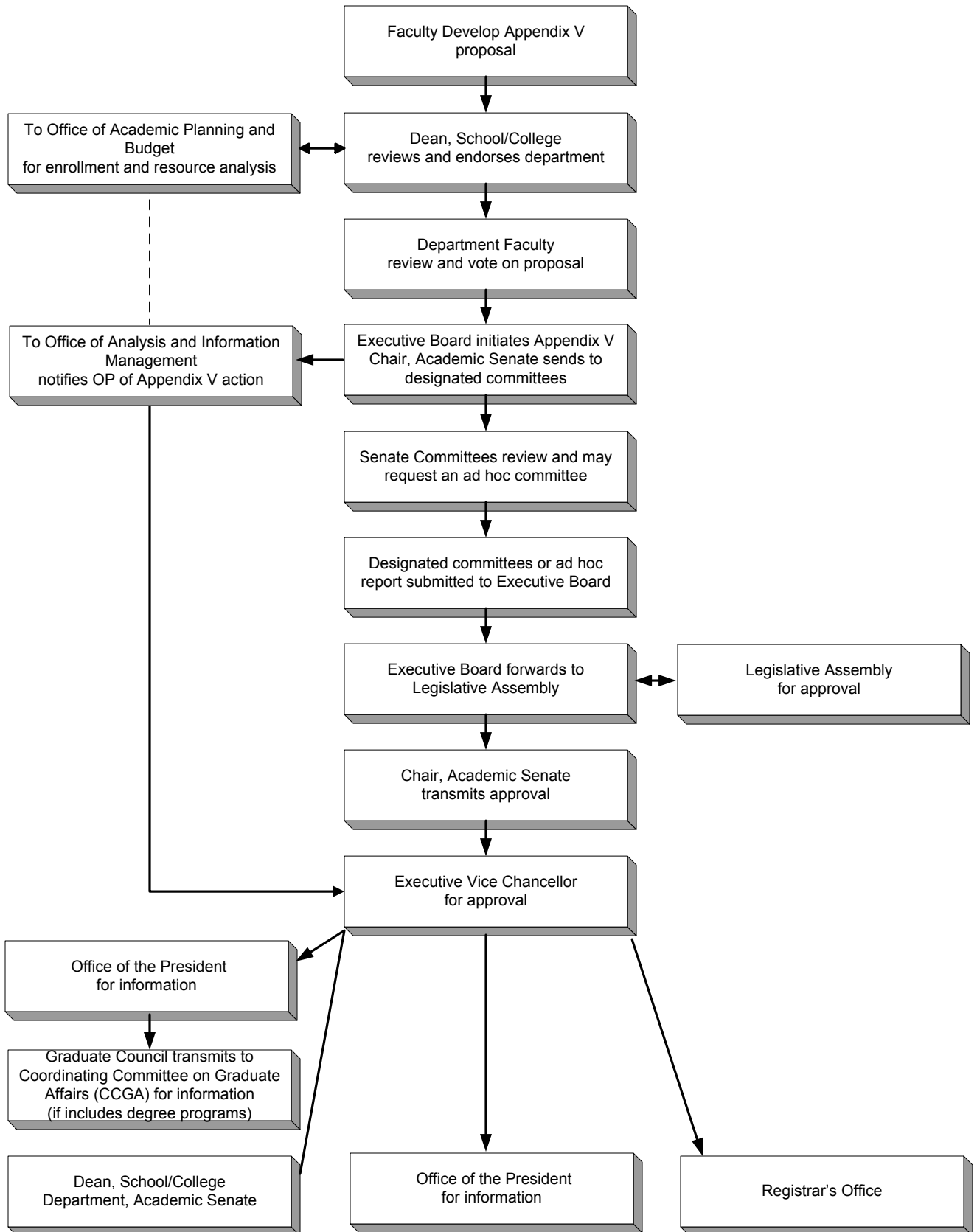
DEPARTMENT NAME CHANGE



DEPARTMENT NAME CHANGE

- Faculty develop proposal.
- Department submits proposal to Dean – School/College for review and endorses proposal.
- Dean, School/College sends to Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental faculty review and vote on proposal.
- Proposal is sent to the Faculty Executive Committee of School/College for review and approval.
- Chair, Academic Senate sends to relevant Senate Committees and to the Office of Analysis and Information Management for review.
- Chair, Academic Senate transmits to Executive Vice Chancellor for approval.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor along with approved proposal and notifies the Office of the President, Graduate Council, Dean of School/College, Department, Academic Senate, Graduate Division and Registrars Office.
- Graduate Council sends to CCGA for information.

TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF DEPARTMENTS

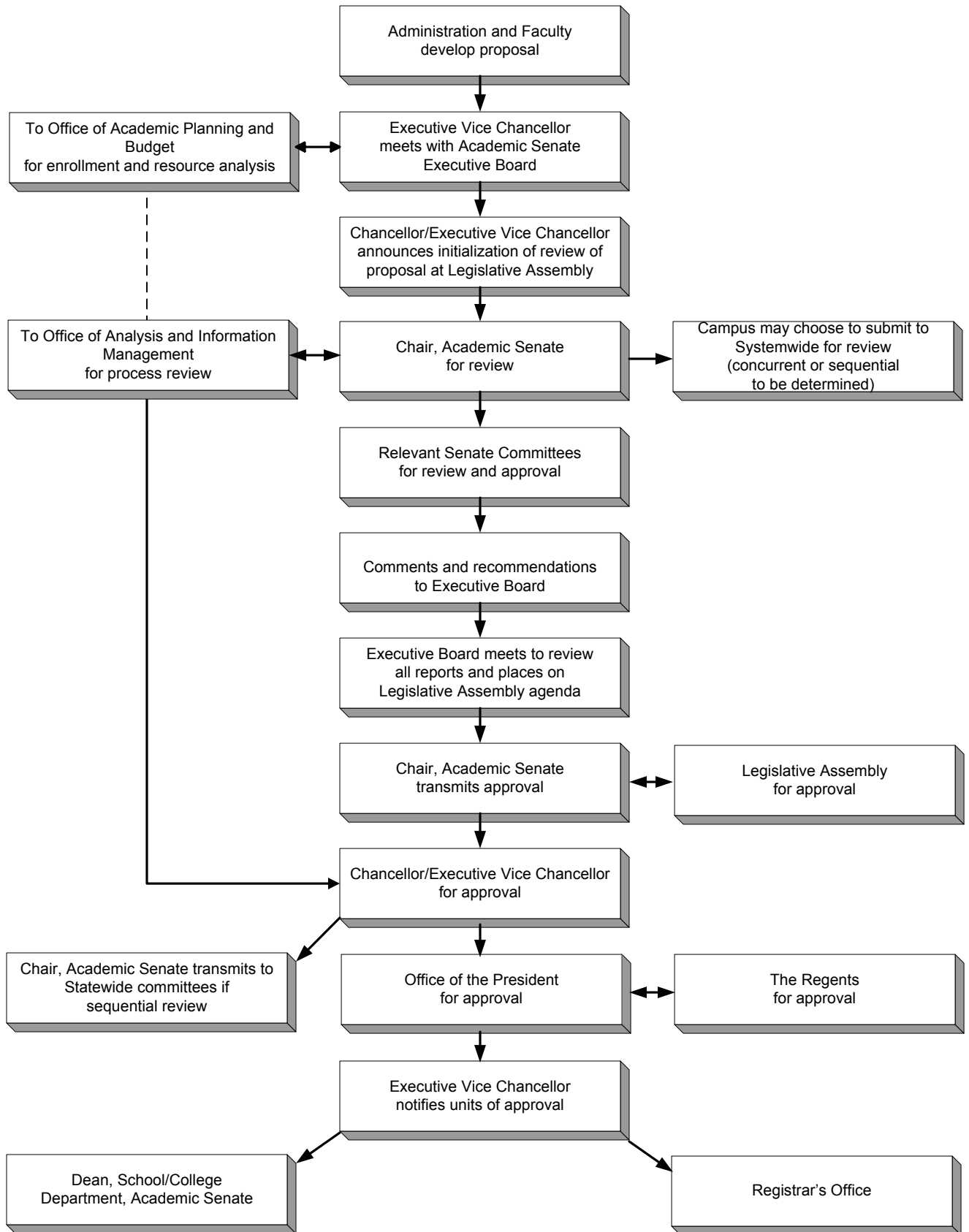


TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF DEPARTMENTS

- Faculty develop Appendix V Action.
- Dean, School/College reviews and endorses proposal. Dean's statement of resources and funding is required of proposed department and must be attached to the proposal.
- Dean, School/College sends to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Departmental Faculty review and vote on proposal.
- Faculty Executive Committee of School/College review and approve.
- Executive Board initiates Appendix V and Chair, Academic Senate sends to designated committees and Office of Analysis and Information Management for review and Appendix V action.
- Office of Analysis and Information Management reviews and sends to systemwide notifying of Appendix V action.
- Senate Committees review proposal and may request ad hoc committee.
- Designated committees or ad hoc report submitted to Executive Board.
- Executive Board of Academic Senate review proposal and Senate Committee comments
- Executive Board sends copy of approved proposal to Legislative Assembly for approval
- Legislative Assembly approves proposal.
- Chair of the Academic Senate sends approved proposal to Executive Vice Chancellor for approval.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President and Academic Senate, Graduate Council, Dean School/College, Department, Graduate Division and Registrar's Office for information.
- Chair, Academic Senate sends copy of EVC letter and copy of proposal to Graduate Council.
- Graduate Council sends copy of EVC letter and copy of proposal to the Chair of the Coordinating Committee on Graduate Affairs (CCGA).

SCHOOLS/COLLEGES

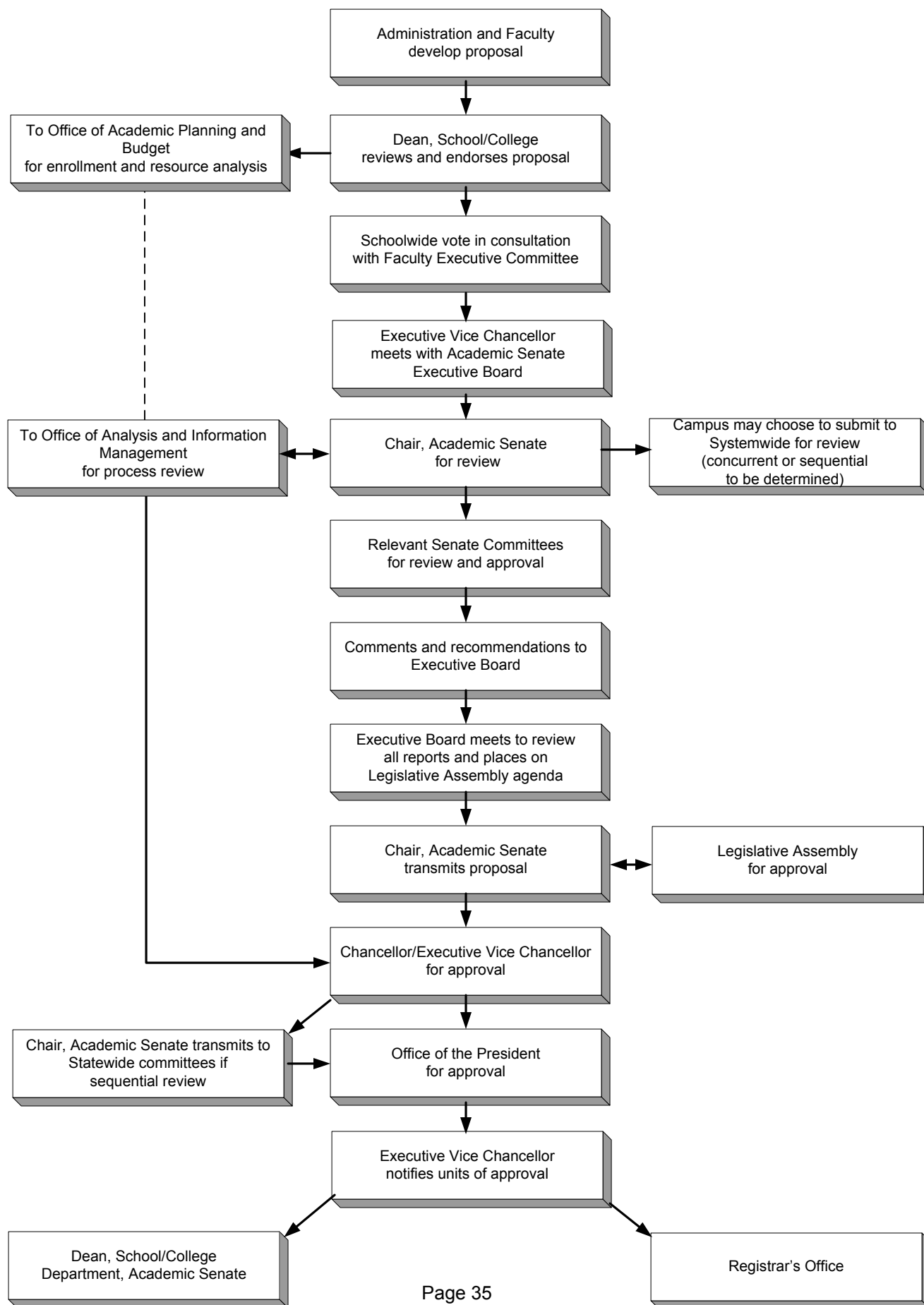
NEW SCHOOL/COLLEGE



ESTABLISH NEW SCHOOLS/COLLEGES

- Administration and faculty develop proposal.
- Executive Vice Chancellor meets with the Academic Senate Executive Board for an informal discussion regarding the Administration's general disposition toward the amendments and methods by which they should be announced to the UCLA community.
- Executive Vice Chancellor forwards to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Chancellor/Executive Vice Chancellor announces initialization of review of proposal at Legislative Assembly and transmits the proposals to the Chair, Academic Senate.
- Chair, Academic Senate reviews and sends to the Office of Analysis and Information Management for review. Campus may choose to submit to Systemwide for review (concurrent or sequential review to be determined).
- Chair, Academic Senate sends to relevant Senate Committees review and approval.
- Comments and recommendations from relevant Senate Committees and Faculty Executive Committees are sent to the Senate Chair and distributed to the Designated Committees (Executive Board and Graduate Council/ Undergraduate Council).
- Executive Board meets to review all reports, make recommendations and places on Legislative Assembly agenda.
- Draft of joint reports to the Legislative Assembly are completed and circulated to relevant Senate Committees, Faculty Executive Committee Chair, Executive Board and Chancellor.
- Joint reports submitted for publication in *NOTICE OF MEETING*.
- Legislative Assembly votes on recommendations to establish.
- Chair, Academic Senate sends copy of approved proposal and an excerpt of the Council Minutes to Executive Vice Chancellor for review and approval.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President and Chair, Academic Senate.
- Chair, Academic Senate sends copy of EVC letter and copy of proposal to statewide committees if sequential review.
- Office of the President submits to committees for review and approval and to The Regents for approval.
- Office of the President sends letter of approval to the Chancellor/Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of School/College, Department, Academic Senate, Registrars Office, and Graduate Division of approval.

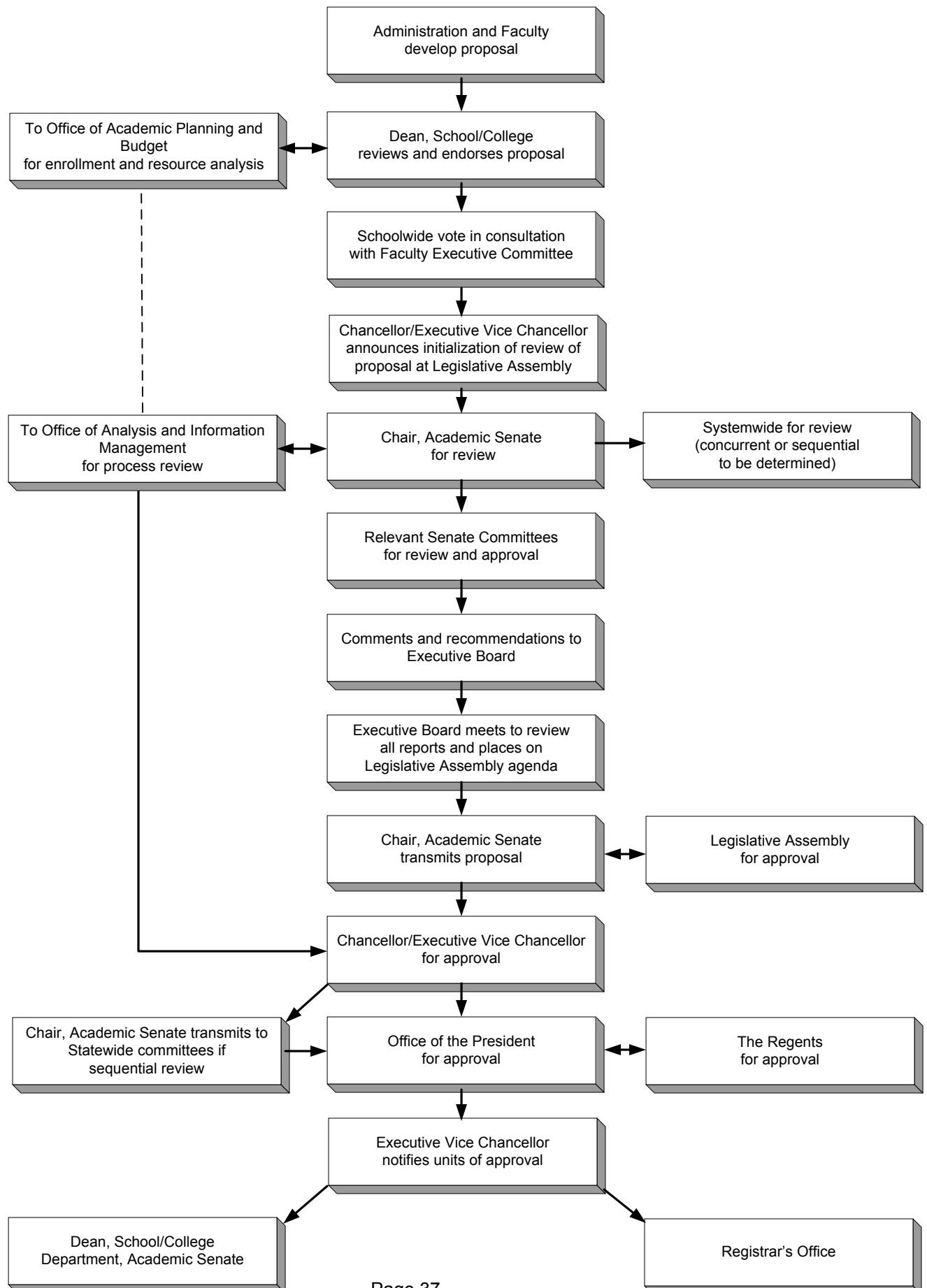
SCHOOL/COLLEGE NAME CHANGE



NAME CHANGE OF SCHOOLS/COLLEGES

- Administration and faculty develop proposal.
- Dean, School/College reviews and endorses proposal and forwards to the Office of Academic Planning and Budget for enrollment and resource analysis.
- Schoolwide vote in consultation with Faculty Executive Committee.
- Executive Vice Chancellor meets with Academic Senate Executive Board.
- Chair, Academic Senate sends to relevant Senate Committees review and approval and to the Office of Analysis and Information Management for review. Campus may choose to submit to Systemwide for review (concurrent or sequential to be determined).
- Comments and recommendations from relevant Senate Committees and Faculty Executive Committee are sent to the Senate Chair and distributed to the Designated Committees (Executive Board and Graduate Council/Undergraduate Council).
- Executive Board meets to review all reports, make recommendations and places on Legislative Assembly agenda.
- Draft of joint reports to the Legislative Assembly are completed and circulated to Grad Council, Faculty Executive Committee Chair, Executive Board and Chancellor
- Joint reports submitted for publication in *NOTICE OF MEETING*.
- Legislative Assembly votes to approve.
- Chair, Academic Senate sends copy of approved proposal and an excerpt of the Council Minutes to Executive Vice Chancellor for review and approval.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President and Chair, Academic Senate.
- Chair, Academic Senate sends copy of EVC letter and copy of proposal to statewide committees if sequential review.
- Office of the President submits to committees for review and approval.
- Office of the President sends letter of approval to the Chancellor/Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of School/College, Department, Academic Senate, Registrars Office, and Graduate Division of approval.

TRANSFER, CONSOLIDATION, OR DISESTABLISHMENT OF SCHOOL/COLLEGE

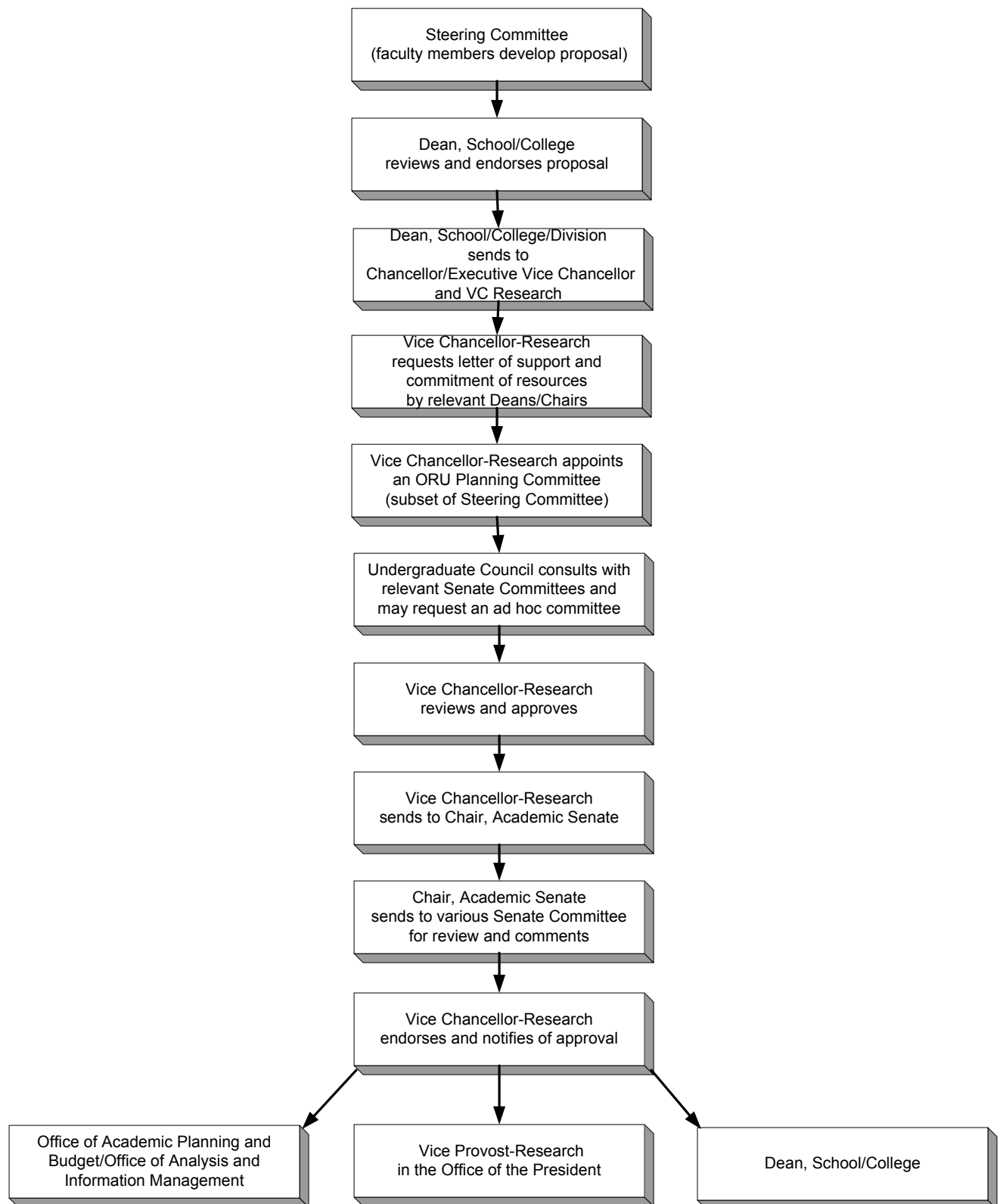


TRANSFER, CONSOLIDATION OR DISESTABLISHMENT OF SCHOOLS/COLLEGES

- Administration and faculty develop proposal.
- Dean, School/College reviews and endorses proposal and forwards to the Office of Academic Planning and Budget for enrollment and resource analysis.
- School wide vote in consultation with Faculty Executive Committee.
- Chancellor/Executive Vice Chancellor announces initialization of review of proposal at Legislative Assembly.
- Chair, Academic Senate sends to relevant Senate Committees review and approval and to the Office of Analysis and Information Management for review. Campus may choose to submit to Systemwide for review (concurrent or sequential to be determined).
- Comments and recommendations from relevant Senate Committees and Faculty Executive Committee are sent to the Senate Chair and distributed to the Designated Committee (Executive Board and Graduate Council/Undergraduate Council).
- Executive Board meets to review all reports, make recommendations and places on Legislative Assembly agenda.
- Draft of joint reports to the Legislative Assembly are completed and circulated to relevant Senate Committees, Faculty Executive Committee Chair, Executive Board and Chancellor.
- Joint reports submitted for publication in *NOTICE OF MEETING*.
- Legislative Assembly votes to approve.
- Chair, Academic Senate sends copy of approved proposal and an excerpt of the Council Minutes to Chancellor/Executive Vice Chancellor for review and approval.
- Office of Analysis and Information Management reviews and forwards to Executive Vice Chancellor for endorsement/modifications and prepares letter of endorsement/approval for the Executive Vice Chancellor along with the approved proposal and sends to Office of the President and Chair, Academic Senate.
- Chair, Academic Senate sends copy of EVC letter and copy of proposal to statewide committees if sequential review.
- Office of the President submits to committees for review and approval and to The Regents for approval.
- Office of the President sends letter of approval to the Chancellor/Executive Vice Chancellor.
- Office of Analysis and Information Management prepares response for Executive Vice Chancellor to notify the Dean of School/College, Department, Academic Senate, Registrars Office, and Graduate Division of approval.

ORGANIZED RESEARCH UNITS

NEW ORGANIZED RESEARCH UNIT



NEW ORGANIZED RESEARCH UNIT (ORU)

- Steering Committee (composed of faculty members) draft proposal and send to the Dean of School/College or Division
- Dean of School/College or Division reviews and endorses proposal.
- Dean, School/College sends to the Chancellor/Executive Vice Chancellor, and Vice Chancellor-Research.
- Vice Chancellor-Research requests letters of support and commitment of resources by relevant Deans and Chairs
- Vice Chancellor-Research appoints an ORU Planning Committee (subset of Steering Committee who drafted proposal)
- Vice Chancellor-Research reviews and approves.
- Vice Chancellor-Research sends to Chair, Academic Senate for review
- Chair, Academic Senate sends to various Senate Committees, e.g., Graduate Council, Council on Research and CPB for review and approval
- Vice Chancellor Research endorses and notifies of approval to Vice Provost-Research in the Office of the President, Dean, School/College or Division and Office of Academic Planning and Budget/Office of Analysis and Information Management.