

ESTABLISHMENT OF DEPARTMENTS AND CENTERS

Definition:

A Department/Center is the basic and primary unit of academic administration within the college with functions and responsibilities in the following areas:

1. Initiation and design of courses and programs in areas of professional responsibility.
2. Recommendation of staffing of faculty (full-time and adjunct) and scheduling of courses to the appropriate administrator.
3. Monitoring of the quality and instruction of courses and programs in areas of assigned disciplinary or professional responsibility; addition, revision, and deletion of offerings as recommended by its faculty.
4. Recruitment of and counseling of students; conduct of follow-up studies of students.
5. Encouragement of professional development activities.
6. Assessment and evaluation of faculty for retention, tenure, promotion and career development.
7. Administering such assigned management functions as office assignments and budget for instructional equipment, materials, and travel.

Procedure:

1. A proposal for a new academic unit or a change in the status of an existing unit is reviewed with an academic officer of the college who then informs the SCIC. When the proposal includes all the characteristics of the new unit (courses offered, faculty lines, election of chairpersons, and other relevant data), it is then formally presented to the SCIC, SPDC, and the Budget Committee.
2. The SCIC investigates the academic functions of the proposed department (e.g., offering a major, a minor, a certification program, or service courses) and whether these functions are performed more satisfactorily by an other units of the college.
3. The proposal with appropriate recommendations (if endorsed by the SCIC) and/or other appropriate committees) is forwarded to the Senate.
4. After review and discussion the Senate recommends the proposal for review to the Senate/Administration Coordinating Committee (SACC). Senate action will be completed within one half of an academic year.
5. If approved by SACC, the Academic Vice President will bring the proposal to the appropriate Board of Trustees Committee.
6. If approved, the department/center becomes an academic unit of the college according to the above definition and is eligible to elect a senator and alternate to membership of the College Senate.