



Office of the Provost

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INTEROFFICE MEMORANDUM

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Date: February 19, 2021

To: College Deans

From: Karen S. Bjorkman, Ph.D.

Provost and Executive Vice President for Academic Affairs

Re: **Procedures and Guidelines for College/Department Reorganization and Name Changes**

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The University of Toledo adheres to principles of shared governance. While administration has the responsibility and authority to determine the administrative structure of the university, including departmental and college structures, we also recognize that the organizational structure of colleges and departments is foundational to the curriculum, courses, programs and degrees offered by the academic units, and to the coding, identification, and tracking thereof. Therefore, any reorganization to a college and/or departmental structure, including departmental name changes, should be made with broad consultation with and input from faculty as well as appropriate staff to fully comprehend the implications on institutional processes and records.

In the absence of a university policy on college and departmental reorganization and name changes, the following procedures and guidelines are to be followed:

1. **Informing the Provost:** The college dean considering the reorganization and/or name change will inform the provost of that intention before the beginning of a consultation process.
2. **Process Discussion:** The dean will discuss the proposed change with provost office staff (including Academic Finance, Registrar, and Institutional Research) to seek guidance about the impact of the proposed reorganization and/or name change on institutional processes and records.
3. **Department Level Consultation:** The desire to reorganize or change the name of a college or department must be discussed at the department level with the faculty and staff members who are directly affected. Meeting minutes should be recorded.
4. **College Level Consultation:** The reorganization or name change plan should then be discussed broadly with the faculties within the college through faculty council or other college level faculty representative bodies. Affected staff members should also be consulted. Meeting minutes should be recorded.

5. **Campus Level Consultation:** After receiving college level faculty and staff input, the College Dean will inform and seek input from the Faculty Senate through the Faculty Senate Executive Committee, whose role in this process is to provide input on any potential unintended consequences outside of the college proposing the reorganization or name change.
6. **Approval:** After the consultation process, the college dean will submit his/her recommendations to the Provost for campus level approval. Accompanying the college dean's recommendation shall be the meeting minutes from the Department and/or College, demonstrating the discussion and input received at each level. Reorganization and/or name change will require Provost, President, and Board of Trustees Approval. Approval must occur at or before the April Board of Trustees meeting for full implementation of the reorganization and /or name change by the following academic year.
7. **Registrar Implementation:** Determine the necessary changes to department/college names, structure or codes in consultation with the Registrar's Office. The Registrar will notify Institutional Research of the new structure or codes. **The Registrar's Office will maintain an EXCEL spreadsheet to assist with required data updates.**
8. **Notify Academic Finance/Accounting:** Determine necessary changes to their system regarding college name or departmental changes.

These procedures and guidelines have been developed to ensure that changes to departmental and college structures be made with careful consideration and deliberation. By working together to strengthen our commitment to shared governance, we position our University for a stronger future.