

COLLEGE of CHARLESTON

OFFICIAL POLICY

7.8.1 Policy on Creation, Reorganization, and Elimination of Academic Units 02/03/2017

Policy Statement

1.0 INTRODUCTION

This Policy defines and describes the management of the academic units that are essential to the day-to-day work and supervision of the instructional faculty of the College of Charleston (hereafter, "the College"). These academic units exist under the operational supervision of the Provost and Executive Vice President for Academic Affairs (hereafter, "Provost") and the Deans who have responsibility in some fashion for the work of instructional faculty.

Unless otherwise noted, the current Policy is not applicable to the libraries or the library faculty.

2.0 DEFINITIONS

An **Academic Program** is an approved and defined curriculum of the College, consisting of courses and/or requirements for course completion qualifying a student in part or in whole for receipt of a degree or certificate and, further, that is recognized by the South Carolina Commission on Higher Education as an undergraduate or graduate major program of study. For purposes of assessment, the College may also recognize concentrations, certificates, undergraduate minors, or minor fields of study as Academic Programs, as determined by the Provost (or the Provost's designee). Academic Programs may be disciplinary or interdisciplinary. All Academic Programs are the responsibility of one or more of the Deans of the Academic Schools.

For Academic Programs existing outside Academic Departments (see below), tenured and tenure-track faculty appointments may be made directly to such Academic Programs, consistent with the relevant provisions of the *Faculty/Administration Manual*.

In those cases where an undergraduate major and an undergraduate minor share the same or a similar name and coursework, the assessment and supervision of the minor shall be incorporated as part of the assessment and supervision of the major.

An **Academic Department** is a group of instructional faculty whose post-baccalaureate degrees are in the same or related disciplines and who offer instruction in those disciplines and courses that comprise an integrated curriculum usually leading to one or more minors, concentrations, or majors in a Baccalaureate degree program and/or to a graduate degree program. Each Academic Department is responsible for the supervision of one or more Academic Programs.

An **Academic School** is a group of instructional faculty whose post-baccalaureate degrees are in related disciplines and/or offer instruction in disciplines and courses sharing some common principle(s) or that are related in some form or fashion, whether in Baccalaureate degree programs and/or graduate degree programs. Each Academic School is responsible for the supervision of two or more Academic Programs.

A **Center or Institute** is an Academic Unit designed to accomplish specific research and/or service objectives, consistent with the mission of the College. Members of the roster faculty are rarely appointed jointly or entirely to a Center.

Consistent with the applicable policies of the South Carolina Commission on Higher Education, no distinctions are made between Centers and Institutes.

3.0 ACADEMIC PROGRAMS

An Academic Program is established when an undergraduate or graduate major is approved; when an undergraduate, stand-alone minor is approved, in those cases where there is no corresponding major program; or when a concentration, certificate, or other coherent grouping of courses is approved and the Provost (or the Provost's designee) determines that Program status is needed.

4.0 ACADEMIC DEPARTMENTS

With the approval of the President or the Provost, an Academic Department may be established or reorganized under the following conditions:

- (a) when eight (8) or more roster faculty are jointly or wholly appointed to the Academic Department, or when eight (8) or more roster faculty lines have been pledged to the support of the Academic Department;
- (b) when the Department includes one or more tenured faculty qualified to serve as the Chair or Interim Chair of the Department;
- (c) when the Department is responsible for the supervision of one or more Academic Programs; and
- (d) when the Department shows evidence of student demand sufficient to generate at least 500 student credit hours in the typical academic year (excluding the summer instructional terms).

Each Academic Department Chair shall report to the Dean of an Academic School. Once approved, an Academic Department shall exist until the Provost directs that the Department shall be reorganized or eliminated, subject to the review and determination of

the President.

Notwithstanding the conditions listed above for the establishment of an Academic Department, those Departments that existed prior to July 1, 2016, are not obligated to meet the quantitative requirements for the establishment or reorganization of a Department and may remain in their current alignment, subject to the review and determination of the President and/or Provost.

Following consultations initiated by and/or involving the relevant Dean(s), Speaker of the Faculty, and faculty, as appropriate, Academic Departments may be reorganized, divided, or consolidated at the direction of the Provost, subject to the review and determination of the President.

5.0 ACADEMIC SCHOOLS

On the recommendation of the Provost and with the approval of the President, an Academic School may be established under the following conditions:

- (a) When 16 or more roster faculty are jointly or wholly appointed to the Academic School, or when 16 or more roster faculty lines have been pledged to the support of the Academic School ;
- (b) When the School includes one or more tenured faculty qualified to serve as the Dean of the Academic School;
- (c) When the School is responsible for the supervision of two or more Academic Programs; and
- (d) When the School shows evidence of student demand sufficient to generate at least 2,000 student credit hours in the typical academic year (excluding the summer instructional terms).

Each Academic School shall be supervised by a Dean reporting to the Provost. Once approved, an Academic School shall exist until the President directs that the School shall be reorganized or eliminated.

Notwithstanding the conditions listed above for the establishment of an Academic School, those Schools that existed prior to July 1, 2016, are not obligated to meet the quantitative requirements for the establishment or reorganization of a School and may remain in their current alignment, subject to the review and determination of the President and/or Provost.

Following consultations involving the relevant Dean(s), Speaker of the Faculty, and faculty, as appropriate, and on the recommendation of the Provost, Academic Schools may be reorganized, divided, or consolidated at the direction of President.

The provisions described herein for Academic Schools do not apply to those academic units to which roster faculty (or tenure-eligible roster faculty) cannot be wholly appointed (e.g., "non-line" schools). Nor shall these provisions govern or constrain the establishment or continuing operation of the Graduate School or the Honors College, or

any such successor units to the Graduate School or the Honors College that the President chooses to create.

6.0 CENTERS AND INSTITUTES

With the approval of the President or the Provost, a Center or Institute may be established or reorganized under the following conditions:

- (a) When the Center or Institute can identify at least three qualified tenured or tenure-stream roster faculty who will agree to affiliate with the Center or Institute;
- (b) When the Center- or Institute-affiliated faculty includes at least one faculty member qualified to serve as Center or Institute Director.

Centers and Institutes are not permitted to house Academic Programs. Centers and Institutes may have instructional dimensions, but Centers and Institutes are intended to primarily serve the research and service interests of the College.

Each Center or Institute ordinarily shall report to the Dean of an Academic School. In some unusual cases, a Center or Institute may jointly report to two or more Academic Deans, provided that a "lead" Dean with primary supervisory authority shall be designated. A Center or Institute also may report directly to the Provost.

Once approved, a Center or Institute ordinarily shall exist for a term of five years, after which time the reauthorization of the Center or Institute by the President or Provost shall be required if the Center or Institute is to continue operating. In unusual cases, a longer term of operation may be approved by the President or Provost.

At any time, and for any lawful reason, the Provost may determine that a Center or Institute shall be reorganized or eliminated, subject to the review and determination of the President and consistent with all institutional policies and with any applicable motions approved by the Board of Trustees.

This Policy shall not prevent the use by those units outside the Academic Affairs Division from reasonable use of the terms "institute" or "center." Nor shall this Policy prevent the non-conforming use of the terms "institute" or "center" for those offices or entities providing student or faculty support services clearly outside the core teaching, research, and service missions of the College. However, after July 15, 2016, use of the terms "institute" and "center" is not permitted for any new or reorganized academic or administrative unit of the Academic Affairs Division that does not comply with the provisions of the current Policy. Further, the President (or the President's designee) may direct that a unit not complying with the terms of this Policy adopt a new name without use of the words center and institute.

Notwithstanding the conditions listed above for the establishment of a Center or Institute, those Centers and Institutes that existed prior to July 1, 2016, are not obligated to comply with the provisions of this Policy and may remain in their current alignment, subject to the review and determination of the President and/or Provost. However, all Centers or

Institutes existing prior to July 15, 2016, must be reauthorized in writing by the President or Provost no later than July 1, 2017, or those Centers and Institutes not receiving reauthorization will be considered as terminated. The President may direct that a unit existing at the College prior to July 15, 2016, shall be treated as a Center or Institute under the provisions of this Policy, even if the words "center" and "institute" do not appear in the title or description of the unit.

Any Center or Institute requiring recognition under the policies and procedures of the South Carolina Commission on Higher Education shall timely seek such recognition, in cooperation with the senior staff of the Office of the Provost.

This Policy does not apply to a special-purpose, time-limited project involving a group of faculty, where the faculty group has been designated by an external agency as a "center" (e.g., NIH's "center grant"). Such projects may exist outside the provisions of this Policy with the written approval of the President or the Provost.

7.0 REPORTING OBLIGATIONS

The Provost (or such other person as shall be designated by the Provost) shall ensure that the creation, reorganization, or elimination of any academic unit covered by this Policy shall be reported to any applicable agency or accreditor, including, but not limited to, the South Carolina Commission on Higher Education.

The Provost shall timely offer a report to the Faculty Senate and to the Academic Planning Committee regarding the creation, reorganization, or elimination of any academic unit covered by this Policy.

The academic units covered by this Policy, including the designated supervisors for these units, shall comply with all policies, procedures and regulations of the College and shall submit annual reports covering their activities.

8.0 MISSION AND ASSESSMENT PROVISIONS

All Academic Units shall have (or be covered by) appropriate mission statements, area- or unit-level strategic plans, and assessment plans.

9.0 PRINCIPLE OF CONSULTATION

Consistent with the College's commitment to shared governance, and depending on the circumstances of the particular case, the Provost and the Speaker of the Faculty may agree to a consultative process regarding consideration of any specific proposal for the creation, reorganization, or elimination of any academic unit covered by this Policy, consistent with the relevant principles of the Faculty By-Laws. The Principle of Consultation, however, shall not interfere with and does not abrogate the authority of the President of the College or the College of Charleston Board of Trustees, as described in the *By-Laws of the College of Charleston Board of Trustees* or the South Carolina Code of Laws.

10.0 POLICY MAINTENANCE

The Provost (or such other person as shall be designated by the Provost) shall be responsible for the maintenance of this Policy. The individual responsible for the maintenance of the Policy shall cause a review of the Policy to be undertaken at least once during every five-year period.

11.0 AMENDMENTS

This Policy may be amended, consistent with the provisions of the *Campus Wide Policy Formation Procedures*.

Policy Manager and Responsible Department or Office

The Provost and Executive Vice President for Academic Affairs (or the Provost's Designee) shall be responsible for the administration and implementation of the Policy.

Purpose/Reason for the Policy

This Policy defines and describes the management of the academic units that are essential to the day-to-day work and supervision of the instructional faculty of the College of Charleston. These academic units exist under the operational supervision of the Provost and Executive Vice President for Academic Affairs and the Deans who have responsibility in some fashion for the work of instructional faculty.

Unless otherwise noted, the current Policy is not applicable to the libraries or the library faculty.

Departments/Offices Affected by the Policy

Office of the President
Office of the Provost
All Academic Programs, Departments, and Schools.
All Centers and Institutes
Office of Institutional Research, Planning, and Information Management
Office of Institutional Effectiveness and Strategic Planning
Office of Research and Grants Administration

Procedures Related to the Policy

Procedures related to the Policy may be approved by the Provost, subject to review and determination by the President of the College. Such procedures may not be inconsistent with this Policy, nor may they eliminate or expand the scope of the prohibitions already described in the Policy.

Related Policies, Documents or Forms

Faculty/Administration Manual, Art. II.E (Organization and Operation of the Faculty)

Review Schedule

Issue Date: 07/15/2016
Revised: 02/03/2017

Next Review: 10/01/2022

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 7.8.1

President or
Chair, Board of Trustees *Glen E. McLaughlin* Date *2-3-17*