

**Senate-Approved Routing Form
For
Changes to Academic Organization or Structure of an Educational Unit**

To be completed by Proposal Initiator:

I. Proposal Initiator:

Contact Person: _____ Email: _____ Phone: _____
Position/Relationship to Proposal (Dean, Chair, Director, etc.): _____
Proposal Initiator Signature: _____ Date: _____

II. Educational Unit(s) Principally Impacted by Proposed Change(s) (check all that apply and identify specific unit(s)):

<i>Educational Unit</i>	<i>Name (e.g., College of, Department of)</i>
_____ Department	_____
_____ School	_____
_____ College	_____
_____ Graduate Center	_____
_____ Interdisciplinary Instructional Program	_____
_____ Multidisciplinary Research Center/Institute	_____

III. Change Nature (check all that apply):

A.

_____ Change of Name of Educational Unit
_____ Change of Type of Educational Unit (e.g., from department to school)

B.

_____ Creation of a new Educational Unit
_____ Consolidation of Educational Units
_____ Transfer of Academic Program to a different Educational Unit
_____ Transfer of Educational Unit to a different reporting unit
_____ Significant Reduction of Educational Unit
_____ Discontinuation/Suspension/Closure of Educational Unit
_____ Other (Please provide explanation below or in the proposal)

Due Diligence Review Steps to be addressed by: Senate Academic Organization and Structure Committee (SAOSC)/Senate Council/University Senate

SAOSC Review (SAOSC Chair to check all appropriate steps in review process):

For III.A. Changes:

- ___ SAOSC Review of Proposal
- ___ Recommendation of SAOSC Committee for Additional/Joint Review by/with other University Senate Committee(s) (e.g., Academic Program Committee)

For III.B. Changes:

- ___ Recommendation of SAOSC Committee for Additional/Joint Review by/with other University Senate Committee(s) (e.g., Academic Program Committee)
- ___ SAOSC Review of Proposal for Creation, Consolidation, Transfer, Closure, Discontinuation, or Significant Reduction of Educational Unit, or Transfer of Academic Program to a Different Educational Unit including Academic Considerations and other factors (attach record and documentation)
- ___ Program Review in Past 3 years (attach documentation)
- ___ Request to Provost for new Program Review (attach documentation)
- ___ Open Hearing (attach documentation)
 - ___ SAOSC information shared with unit 10 days prior to Hearing
 - ___ Open Hearing Procedures

Timeline of Proposal Review

Date/Initial

- _____ Received by Senate Council Office
- _____ Received by SAOSC
- _____ Request made by SAOSC for Proposal Clarification and/or Additional Documentation
- _____ Receipt of SAOSC requested materials

Senate Academic Organization and Structure Committee Vote

Decision on Academic Status or Content of Academic Program (MDRC Review only):

Proposal Recommendation: **Accept / Reject / Accept with Modification(s)**

Vote Tally: Yes _____ No _____ Abstain _____

Provide modification explanation/documentation in this package

Recommendation/Advise on Organization/Reporting/Infrastructure (All Changes):

Proposal Recommendation: **Accept / Reject / Accept with Modification(s)**

Vote Tally: Yes _____ No _____ Abstain _____

Provide modification explanation/documentation in this package

University Senate Council Vote

Decision on Academic Status or Content of Academic Program (MDRC Review only):

Proposal Recommendation: **Accept / Reject / Accept with Modification(s)**

Vote Tally: Yes _____ No _____ Abstain _____

Provide modification explanation/documentation in this package

Recommendation/Advise on Organization/Reporting/Infrastructure (All Changes):

*Proposal Recommendation: **Accept / Reject / Accept with Modification(s)***

Vote Tally: Yes _____ No _____ Abstain _____

Provide modification explanation/documentation in this package

University Senate Vote

Decision on Academic Status or Content of Academic Program (MDRC Review only):

*Proposal Recommendation: **Accept / Reject / Accept with Modification(s)***

Provide modification explanation/documentation in this package

Recommendation/Advise on Organization/Reporting/Infrastructure (All Changes):

*Proposal Recommendation: **Accept / Reject / Accept with Modification(s)***

Provide modification explanation/documentation in this package

Evidence of Compliance with Existing Unit/College/University Procedures for Faculty Advisement on Proposed Changes to Academic Organization and Structure of Educational Unit

(S.R. 3.4.2.A.5. available at http://www.uky.edu/Faculty/Senate/rules_regulations/index.htm)

Include in the proposal a statement and documentation by the initiator of the proposal that provides a full accounting of the following items (if applicable):

- Disposition of faculty, staff and resources (financial and physical);
- Willingness of the donating units to release faculty lines for transfer to a different educational unit;
- Consultation with the faculty of the unit to which the faculty lines are proposed to be transferred;
- Consultation with the faculty of educational unit that will be significantly reduced;
- Summary of votes and viewpoints (including dissents) of unit faculty and department/college committees.
- Ballots, votes expressing support for or against the proposal by unit faculty and staff and committees.
- Letters of support or opposition from appropriate faculty and/or administrators
- Letters of support from outside the University.
- Detailed responses to SAOSC Guidelines for Changes to Academic Organization and Structure for Educational Units (<http://www.uky.edu/Faculty/Senate/forms.htm>)