

## **GUIDELINES FOR REORGANIZATION PROPOSALS AT THE UNIVERSITY OF ARIZONA**

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The University of Arizona strives to achieve the highest quality programs in a highly dynamic environment. Therefore, the institution must be able to move expeditiously to take advantage of new opportunities and maximize efficiency. In this context, it may be useful for academic units within the University to re-examine their organizational structure and consider whether changes may be appropriate.

The following procedure pertains both to reorganization proposals that would include the transfer of members of the general faculty, as defined in the Faculty Constitution, from one academic unit to another; and also to proposals for mergers of two or more academic units, whether or not faculty are literally transferred in the process. They do *not* pertain to reorganization proposals that would involve the release of general faculty prior to the end of an appointment period. The procedure for reorganizations that involve the release of general faculty prior to the end of an appointment period is governed by ABOR policy 6-201K, "Release of Faculty for Reorganization Caused by Budgetary Reasons or Programmatic Changes," and ABOR Policy 6-301J, "Release of Professional Employees and Continuing Eligible Professionals."

The following assumptions and clarifications are an integral part of this procedure for construction of reorganization proposals:

- This procedure does not pertain to reorganizations within a department.
- When faculty members are to be transferred from one unit to another, or when faculty in two or more units are to be merged into a single unit, "affected faculty" will include all members of the general faculty in all units involved in the transfer or merger. The proposal will provide for an optimal degree of mutual agreement among all those affected.
- This procedure is intended to prevent unilateral decisions regarding faculty transfers or the merger of units.
- This procedure shall not affect negative decisions made by mandated unit reviews.
- This procedure does not preclude access to any applicable grievance mechanism in ABOR policy, UHAP, or the Faculty Constitution and Bylaws.

A proposal for academic reorganization can originate from diverse levels; however the faculty academic support personnel, and academic administrators (such as Deans, Heads and Directors) in the units to be affected must be involved in the development of a proposal. The proposer(s) will submit a proposal to the President with copies to the Provost and Chair of the Faculty. The proposal will include:

1. A background statement establishing the basis for the proposal, including a description of the preliminary discussions and significant consultations held thus far, and an assessment of possible alternatives;
2. The requested action, including:
  - a. a timetable for the action, including an implementation date;

- b. an assessment of the impact of the proposed change on affected research, instructional and outreach programs;
  - c. a list of the potentially affected faculty members and an assessment of the impact on affected faculty members, staff, and appointed professionals;
  - d. a review of the types of course and curriculum changes that might be necessary; and
  - e. a preliminary analysis of the costs and of the benefits of the proposed reorganization.
- If 75% of the combined affected faculty members and a majority (50%+1) from each affected unit approve the proposed reorganization, and if the President believes it is of value, then implementation can proceed in accordance with University processes and ABOR policies, as appropriate.
  - If a proposed reorganization does not have support from a majority (50%+1) of the combined affected faculty, the proposal will no longer be considered.
  - If a majority (50%+1) but less than 75% of the combined affected faculty approves the proposed reorganization, and if the President wishes to pursue the matter further, then the following steps are required:

The President (or his designee) and the Chair of the Faculty will immediately:

- I. Constitute an advisory committee charged to evaluate the proposal with a special emphasis on enhancing the mission-related activities of the affected units. The Chair of the Faculty (or designee) will chair the committee and ensure that the members of the committee collectively have the necessary knowledge bases to adequately assess the curricular, operational, research and outreach costs and benefits. The committee will be comprised as follows:
  - a. No fewer than three faculty members:
    - In the case of a proposal involving the transfer of faculty, this will include one member elected by the faculty in the sending unit(s), one member elected by the faculty in the receiving unit(s), and one member elected by those faculty whose transfer is proposed;
    - In the case of a merger, this will include at least one member from every academic unit involved in the proposed transfer or merger, elected by the faculties in the respective units. The Chair of the Faculty will conduct nomination meetings with each affected academic unit and will arrange for mail ballots to select the members.
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  - b. Three members of the Faculty Senate appointed by agreement of the Provost and Faculty Senate Executive Committee.
  - c. One faculty member of the Strategic Planning and Budget Advisory Committee (SPBAC), selected by members of SPBAC.
  - d. The President of ASUA or a designee selected by ASUA.
  - e. The President of GPSC or a designee selected by GPSC.
  - f. The President of the Staff Advisory Council or a designee selected by SAC.
  - g. The President of APAC or a designee selected by APAC.

- II. Forty-five (45) days will be allocated to completing this review. The report of this advisory committee will be widely distributed to the University community and presented to the Faculty Senate for approval within thirty (30) days of receipt of the report. The report may support, oppose, or suggest modification of the proposal.
- III. Following appropriate consultation the President (or his designee) will reach a decision on the proposal and if appropriate forward to ABOR's appropriate committee for recommendation and ABOR action.

These modifications in the reorganizational procedures should allow decisions to be reached in seventy-five (75) days within the Academic Year, thus allowing the University to respond to opportunities and challenges in a reasonable period.

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