

Proposal for Department Formation or Reorganization

Area:	
Existing Department name (if applicable):	
New Department name (if approved):	

Historically, a department is defined by a group of course offerings or services under the same discipline. Duties of Department Chair include but are not limited to:

- Articulation councils/committees, accreditation or licensure coordination, and advisory committee coordination.
- Adjunct faculty performance review team oversight.
- Initiate and coordinate the completion of program review(s) in a timely manner.
- New program development.
- Career and Technology activities as they relate to outside agencies (i.e., licensing), industry partners, graduate job placement, lab
- and other responsibilities as noted in Article 2.2.4.3 of the LRCFT Contract

I. Are you breaking off from an existing department? Yes ☐ No ☐

II. Are you forming a new department? Yes ☐ No ☐

III. Identify all disciplines to be housed within the proposed department:

IV. What is the current semester FTE associated with this new department? _____

V. The proposal for the creation of _____ has been reviewed by the following affected disciplines:

List disciplines here:	

VI. Rationale for becoming a department (FTE, budget, course offerings): _____

VII. Did your existing department vote on this change? Yes ☐ No ☐ N/A ☐

VIII. All full-time faculty from proposed department must document their opinion of the proposed change by completing the information in the chart below.

The following full-time faculty approve/disapprove of the proposed department structure:

	Y-yes	N-no	A-Abstain
Discipline	Faculty Signature		Y/N/A

IX. Department Chairs from the department you are leaving must acknowledge their vote by signing below. Indicate the vote outcome (Y/N/A) in the final column.

Discipline	Department Chair	Signature	Department vote
			Yay Nay Abstention
			Yay Nay Abstention
			Yay Nay Abstention

X. Upon completion, the proposal was forwarded to:

- a. Academic Senate Date: _____
b. Deans Council Date: _____

XI. The Academic Senate accepted/rejected the proposed department request.

Accepted ☐ _____
Rejected ☐ President, SCC Academic Senate (Date) _____

XII. The proposal was forwarded to the Vice President of Instruction or VP of Student Services as appropriate: _____ (Date)

XIII. The Vice President of Instruction or VPSS accepted/rejected the proposed department request.

Accepted ☐ _____
Rejected ☐ Vice President of Instruction or Student Services (as appropriate) (Date) _____