

Amendment to Faculty Handbook Chapter 2, Article VII, Section B, Par. 4

Par. 1. Any constituent faculty may be organized into departments. The department shall be the basic unit of those faculties so organized. Each member of the University Faculty holding a principal appointment in such a faculty shall normally have an appointment in a department.

Par. 2. The department shall provide a central administration and a focal point for an academic discipline or for closely related disciplines; it shall plan and provide programs of teaching and scholarly work and professional activity, assume the responsibility for implementing these programs, and determine the policies necessary to guide them and the practices necessary to carry them out. The department shall be responsible for the content of the undergraduate curricula and programs in its disciplinary fields. It shall maintain and staff the facilities which lie within its jurisdiction.

Par. 3. Each department shall have a chair appointed by the president after consultation with the members of that department. Such consultation shall be conducted by the dean of the constituent faculty and reported to the president. Each constituent faculty shall establish procedures for advising the president regarding appointment of a chair pursuant to the guidelines found in the Faculty Handbook. These procedures shall be incorporated in the by-laws of the constituent faculty.

Par. 4. New Academic Departments may be formed in accordance with the guidelines found in Chapter 3, PART TWO, Article X, "Guidelines for Establishing New Academic Departments".

Amendment to Chapter 3, PART TWO:

Article X. Guidelines for Establishing New Academic Departments

I. Purpose: This policy provides a standardized process for the Faculty Senate to establish new academic departments at Case Western Reserve University, ensuring consistency, transparency, and alignment with the university's mission and strategic priorities.

II. Criteria for Establishing a New Department

The newly established department must align with the requirements of a department as defined in the Faculty Handbook, *Chapter 2: ARTICLE VII: STRUCTURE OF THE UNIVERSITY FACULTY*

Proposals for new departments must address the following:

1. Defined Body of Knowledge: The proposed department must represent or propose a well-defined and cohesive academic discipline(s).

2. Teaching Function: The department must perform or have the potential to perform significant and appropriate teaching functions across undergraduate, graduate, and/or professional levels.

3. Scholarly Activity: The department must perform or have the potential to perform significant and appropriate scholarly activity, research and/or creative works of art, benchmarking with other universities with similar departments, as appropriate.

4. Recruitment Enhancement: Departmental status must enhance the recruitment of faculty, students, and/or external funding or scholarly opportunities consistent with/arising from national, disciplinary, and/or interdisciplinary expectations.

5. Alignment with Institutional Mission

- a. Ensure the proposed discipline aligns with the academic mission of the school/college and the university per Chapter 2: Article VII: Structure of the University Faculty.
- b. Structural Fit: Assess how the new department integrates within the existing university framework. This should include the impact on the teaching, scholarly activity, mission, recruitment and hiring, and operation of other departments.
- c. Jurisdictional Clarity: Analyze and address potential overlaps, duplication of teaching responsibilities, and inter-departmental conflicts.
- d. Governance Clarity: Identify the responsible school/college for faculty appointments.

6. Financial Responsibility Plan

- a. Financial Impact Analysis on the school/college's budget: Include revenue projections and expense breakdown analyses on the school/college finances.
- b. Market Analysis: Assess market demand, compare similar programs, conduct student interest surveys, and identify external funding sources (grants, donations, partnerships).
- c. Resource Needs: Space and Staffing: Define space requirements (labs, offices, conference rooms) and develop a staffing plan (faculty and administrative staff).
- d. Library resources and technological support: Determine extent to which library, technology, and technology support requirements of the proposed department will impact the University's current and future infrastructure and support in these areas.

7. Faculty Readiness:

Identify existing University faculty who may hold primary or secondary appointments in the new department, including an assessment of their qualifications and contributions.

To the extent that existing faculty are insufficient to support the department in its steady state, a list of minimum new faculty needed along with their necessary qualifications should be provided.

Any new faculty hiring should be included in the financial impact analysis and this must include information on projections for faculty salaries.

III. Proposal Documentation Requirements; The proposal must include:

1. Cover Letter or Statement of Purpose: A letter of support from the dean of the school/college that explains the rationale and significance of establishing the department.

2. Faculty Credentials: CVs of initial faculty members from among existing University faculty, emphasizing teaching, scholarly activity research, and service contributions.

3. Accreditation needs and strategy: Any national assessments done to achieve accreditation status for the new department will be enumerated. A strategy for how the necessary data will be collected and the necessary reports written to achieve accreditation will be presented. A timeline for achieving accreditation will be included.

4. All the elements mentioned above (in II. Criteria for Establishing a New Department, items 1 through 7) in addition to meeting the criteria for a new department as established by the bylaws of the school/college.

IV. Review and Approval Process

1. School/College/Provost Approval: The Faculty Senate requires evidence that:

- a. the Dean(s) and the faculty(ies) have a clear and substantive involvement, including strong letter(s) of support detailing the rationale and significance of the establishment of the proposed department,
- b. the documents explicitly incorporate and directly reference the Faculty Handbook definition of a department,
- c. the constituent faculty's governance process(es) have been followed,
- d. the process(es) are/were democratic, and

- e. the proposal has the explicit, demonstrated support of the college/school(s) faculty.
- f. the proposal has the endorsement of the provost.

2. Faculty Senate Review: If approved by the constituent faculty governance body(s) and the Dean(s), the proposal is submitted to the Secretary of the Faculty Senate for consideration for placement on the agenda of an upcoming Executive Committee meeting. The Faculty Senate will then consider this proposal on the recommendation of the Executive Committee.

Amendments to the school/college Bylaws, if necessary to establish a new department, must be included to be considered by the Faculty Senate.

Please note that the Faculty Senate will not be responsible for gathering or preparing any of the required documentation. All necessary information must be compiled and submitted as a complete packet by the originating school/college.

3. Presidential Approval: The Faculty Senate's recommendation is forwarded to the President for evaluation and consideration.

4. Board of Trustees Approval: If the President approves establishing the proposed Department, the President submits the proposal, with recommendations including any Bylaws amendments approved by the Faculty Senate, to the Board of Trustees for final approval and authorization to establish the new department. Ratification of school Bylaws, if necessary, requires approval by the Board of Trustees.

V. Implementation:

Once the Board of Trustees approves the establishment of a new department:

- a. Upon the recommendation of the Dean or designee of the school/college, the President appoints the chair or interim chair in accordance with Chapter 3, PART TWO, Article IX Guidelines for Selecting Department Chairs"
- b. The Faculty Senate oversees Integrating the new department into the school/college/university's governance structure and academic programming and ratifying the amendment(s) to the school/college Bylaws, if required.