

ADMINISTRATIVE DIVISION – UNIVERSITY ADMINISTRATION
POLICY NUMBER – UNIV 9.00
POLICY TITLE – ACADEMIC AND ADMINISTRATIVE REORGANIZATION
SCOPE OF POLICY – USC UPSTATE
DATE OF REVISION – NOVEMBER 18, 2024
RESPONSIBLE OFFICER - CHANCELLOR
ADMINISTRATIVE OFFICE – OFFICE OF THE CHANCELLOR

PURPOSE

This policy outlines the process to be followed when an academic or administrative unit or program reorganizes and/or moves.

DEFINITIONS

Reorganization or a move: A reorganization or move includes any of the following actions:

- Splitting or combining academic or administrative units
- Adding or removing an academic or administrative unit
- Renaming an academic or administrative unit
- Moving a program from one academic unit to another
- Moving an academic unit, or part thereof, from one college to another
- An academic program becoming an academic unit
- Other changes of a similar magnitude

POLICY STATEMENT

This policy is intended to ensure that all appropriate consultations occur prior to a reorganization or move of an academic or administrative unit or program.

There are various reasons why an academic or administrative unit might reorganize or move, including but not limited to:

- Changes to the academic discipline or administrative profession
- Changes to industry standards or expectations
- Realignment of academic programs within a college
- Changes in student demand
- Merging small degree programs or departments to reduce costs and retain program offerings or services

Because these changes can impact budgets, admissions, orientation, recruitment materials, and webpages, an executive team consultation must occur with all parties affected (both directly and indirectly) prior to the reorganization.

PROCEDURES

I. Formal Written Proposal

1. Initiation

A formal written proposal for reorganization or move, including a rationale, may be initiated by:

- A Dean or Deans or Vice Provost
- A member of the Executive Leadership Team (ELT)
- The Chancellor

2. Proposal Content

The formal written proposal must include:

- Rationale: Explain the goals and objectives for the change.
- Implications: Detail the anticipated impacts on students, faculty and staff.

3. Submission

A proposal from the deans or vice provost must be sent to the provost who will share it with the ELT. ELT members will bring all proposals to the full ELT.

4. Timeline

All academic and administrative proposals for reorganization must be shared with the ELT no later than April 1st for changes to the fall of the next academic year.

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

[ACAF 2.02 – Establishment and Modification of Academic Administrative Units](#)

[BUSA 1.10 – Space Guidelines for Faculty and Staff](#)

HISTORY OF REVISIONS

November 18, 2024 – New policy