

**FORM I**  
**BOARD OF REGENTS**  
**INSTITUTIONAL PROCESS REQUEST TO IMPLEMENT NEW ACADEMIC**  
**DEPARTMENT OR DIVISION**  
**July 1, 2015**

Name of institution: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Name of college(s): \_\_\_\_\_

Requested action regarding academic college, department or division: \_\_\_\_\_

Proposed name of new academic college, department, or division: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

- Describe the proposed new academic college, department or division.
- Provide a brief rationale for the request.
- Describe how the responsibilities of the unit will be accommodated; what kind of transition period is planned.
- Describe the new administrative organization.
- Describe the cost of implementing the proposed academic college, department or division.
- Describe cost savings or organizational efficiencies/productivity that will result from implementing the proposed academic college, department or division.
- What will be the effect of this proposed change on students and faculty?
- How will existing programs be affected?
- What new resources (facilities, equipment, etc.) will be required as a result of the proposed change?
- Is this intended to be a temporary or permanent change? If temporary, for how long?
- What is the anticipated impact on other units?
- Describe comparable units in other colleges and universities.
- Describe how the proposed change is consistent with the mission of the college and the university.
- What is the anticipated date of implementation?
- Provide any other information that might be helpful to the Board of Regents in considering this request.