



TO: Kenyon Chan, Chancellor

FROM: Susan Jeffords, Vice Chancellor for Academic Affairs 

DATE: April 4, 2012

SUBJECT: *Establishment of Sub-units within Schools at UW Bothell policy*

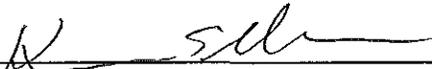
ATTACHMENT: *Sub-unit policy revision – EC approved 11_1206*

On behalf of the GFO Executive Council and the Academic Council, I am pleased to recommend for your approval the *Establishment of Sub-units within Schools at UW Bothell* policy, a revision of the 2009 policy, *Establishment of Sub-Units within Programs at UW Bothell*.

The updated policy reflects the ongoing transition from Programs to Schools as UW Bothell’s primary academic administrative units, within which sub-units might be created, based on the size, complexity or needs of an individual School. The revisions bring the policy in alignment with the *Establishment of Schools at UW Bothell* process (approved 8/29/11) and have been reviewed by the Academic Council and were approved by the GFO Executive Council on 12/6/11.

Thank you for your consideration.

Approved



 Kenyon Chan, Chancellor

4-4-2012

 Date:

Policy Title: Establishment of Sub-units within Schools at UW Bothell (revised 4/4/2012)

Purpose:

The purpose of this policy is to establish a process through which a School may create sub-units from within the School.

Background:

In order to support UW Bothell's strategic priorities for growth in size and programs of study, a policy for *Establishment of Sub-units within Programs at UW Bothell* was approved by the Chancellor on 6/29/09, following review by the campus and Academic Council, and approval by the GFO Executive Council. On 8/29/11, the *Establishment of Schools at UW Bothell* policy was approved, outlining a process for transitioning from Programs to Schools as the primary academic administrative units for the campus. This revision to the sub-unit policy has been developed in order to reflect the Schools structure.

Authority:

In accordance with the University of Washington Handbook, Sections 23-43C and 12-24.2, the UW Bothell GFO Bylaws delegate to the faculties of its several Schools the powers and duties to determine their own organization. (GFO Bylaws, Article XIII) The Chancellor of UW Bothell, as specified in the UW Handbook (Section 12-24.II), "is the final point of review and approval for issues of an academic nature on his/her campus."

Definitions:

The GFO Bylaws, Article XIII, state that the UW Bothell faculty delegates to the Schools powers and duties regarding admissions, curriculum and personnel. These powers and duties may be delegated for implementation, in whole or part, to sub-units within a School. Schools have budgetary responsibilities, but may choose to delegate these functions as sub-unit growth warrants. Schools seeking to delegate appointing authority must seek approval from the Regents.

Procedure:

1. The creation of a sub-unit within a School shall be proposed to the Vice Chancellor for Academic Affairs by the School Director after formal review and approval by School faculty. Proposals should include recommendations regarding delegation for implementation of responsibilities, including admissions, curriculum and personnel, to the individual sub-units, as well as the leadership model that is appropriate to the size and complexity of each sub-unit. The proposal should also include specific recommendations for the review, promotion and tenure process for all faculty in the currently configured School.
2. The VCAA shall review the proposal and transmit it to the Academic Council and GFO Executive Council for review and recommendation.
3. The VCAA shall then recommend the proposal to the Chancellor for approval consideration.
4. Final approval shall be authorized by the Chancellor, who will notify the Provost and the Secretary of the Faculty.

Review:

The VCAA is responsible for reviewing this policy and shall recommend revisions as needed, in consultation with the Academic Council and GFO Executive Council.