University of Nebraska

Modification of Academic Unit

Academic units include colleges, departments, and schools

*Note: Use Centers template for Centers, Bureaus and Institutes*

# I. Descriptive Information

|  |  |  |
| --- | --- | --- |
| ***[Insert Name of Campus Proposing Modification]*** | **Current Information** | **Proposed Modification** |
| **Name of Academic Unit** |  |  |
| **Administrative Unit(s)** *[e.g. college, division, etc.]* |  |  |
| **Academic Program(s) housed in Unit** |  |  |

|  |
| --- |
|  |
| **Proposed Date Modifications will be Initiated** |
| *[term/year]* |

# II. Details

1. **Purpose of the Proposed Modification:**
2. **Description of the Proposed Modification:**
3. **Plan for Implementation:**

*[Include timeline]*

**! The following sections are required for substantial modifications.**

# III. Review Criteria

*Because this is a request for a modification of an existing unit, primary attention should be paid to the differences that will be created by the proposed changes. The review will focus on the modifications and related value of the changes. Please do not leave an item blank, but very brief responses where there is no impact as a result of the proposed modification or simply stating that no change to current status will result from the proposed modification is acceptable.*

1. **Centrality to Campus Role and Mission**

*[Describe how the Unit aligns with the* *campus role, mission, vision, and/or strategic plan. Relevant sections should be specifically referenced and addressed.]*

1. **Relationship of the proposal to the University of Nebraska Strategic Priorities**

*[*[*Relevant sections*](https://nebraska.edu/strategic-plan) *should be specifically referenced and addressed.]*

1. **Consistency with the Comprehensive Statewide Plan for Post-Secondary Education**

*[Relevant sections should be specifically referenced and addressed.]*

<https://ccpe.nebraska.gov/sites/default/files/CompPlan.pdf>

1. **Organizational Structure and Administration**

*[Leadership, faculty, staff, committees, participating departments and/or colleges]*

1. **Adequacy of Resources:**
2. Faculty/Staff
3. Physical Facilities and Equipment
4. Library/Informational Resources
5. Budget Projections [include Table 1 and Table 2]

Table 1: Projected Expenses

Table 2: Revenue Sources for Projected Expenses

**!**

Use accessibility checker on ALL documents and fix any issues

When submitting to the appropriate campus office, submit

* Memo documenting college and department level approvals, electronically
* Proposal form as a Word document, electronically
* Tables 1 & 2 as an Excel document, electronically, for merger/consolidation or substantial modifications only
* Supporting documentation as a PDF, electronically