University of Nebraska

New Academic Unit

Academic units include colleges, departments, and schools

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

# I. Descriptive Information

|  |
| --- |
| **Name of Campus Proposing New Academic Unit** |
|  |
| **Name of Proposed Academic Unit** |
|  |
| **Administrative Unit(s) for the new Academic Unit** *[e.g. college, division, etc.]* |
|  |
| **Academic Programs to be Housed in the new Academic Unit** |
|  |
| **Proposed Date the New Unit will be Initiated** |
| *[term/year]* |
| **Date Approved by the Governing Board** |
| *[leave blank]* |

# II. Details

1. **Purpose of the Proposed Unit:**
2. **Description of the Proposed Unit:**

*[Include things here that make sense to you, e.g. mission, values, organizational structure, etc.]*

1. **Plan for Implementation:**

*[Include timeline]*

# III. Review Criteria

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. **Evidence of Need and Demand**
2. Need: *[Address institution, community, region, state, and nation. Evidence should include quantifiable and/or qualitative data regarding educational opportunities, research/creative activity opportunities, potential to contribute to society and economic development, etc. Include evidence of enhanced efficiencies and/or effectiveness that would result from a new organizational unit.]*
3. Demand: *[Evidence should include quantifiable and/or qualitative data such as enhanced university functions (research, outreach, education) addressing unmet needs or other emerging issues that otherwise could not be met.]*
4. **Avoidance of Unnecessary Duplication**

*[Identify similar units in the state by public or private institutions. Address any duplication or appearance of duplication of the unit or academic programs contained within the units. If a similar unit exists within the NU system, provide evidence of unmet need this unit will address.]*

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

APPENDICES

1. Letters of Support
2. Faculty Curricula Vitae

**!**

Use accessibility checker on ALL documents and fix any issues

When submitting to appropriate campus office, submit

* Signed memo documenting college and department level approvals, electronically
* Proposal form as a Word document, electronically
* Tables 1 & 2 as an Excel document, electronically
* Supporting documentation as a PDF, electronically