

CRITERIA AND PROCESS FOR FORMATION OF A SCHOOL FROM AN EXISTING UNIT WITHIN A COLLEGE AT UMBC

This document establishes the criteria and process for forming a school from an already existing unit (i.e., a program/department) within a college at UMBC, as well as steps to review its progress after formation.

Necessary but not sufficient criteria for establishing a school within a college include the following:

- The school enhances and aligns with UMBC's and the college's capacities to achieve the stated academic mission
- The field is one in which school status is recognized nationally, with a national/international organization of peer schools, with membership and data-sharing for benchmarking and continuous improvement
- The school (typically) receives professional or disciplinary accreditation
- Formation of a school does not unduly burden or adversely impact the performance of the college it resides in or other colleges or units
- The school will be home to multiple academic programs

A school within a college:

- Shall be headed by a director who reports to the dean
- May include additional sub-structures, as approved by the dean (and USM)

The process for establishing a school within a college includes the following steps:

- A. Initial consultation with relevant college dean for approval to proceed
The college dean may consider many factors in determining whether s/he supports the proposal, including, for example:
 - Strategic plan for the school:
 - Planned changes to faculty resources (five-year projections);
 - Five-year budget projections (revenue and expenditure detail);
 - Program development and modification plans, if any;
 - Current enrollments in the academic program(s); and
 - Enrollment projections for programs within the new school, if applicable.

B. Process initiation

- Development of summary concept proposal, including rationale, statement of need and required resources
- Submit to Council of Deans for feedback

C. Development of a formal proposal including:

- Basis for the proposal
 - Congruence with UMBC's mission and strategic plan
 - Objectives of the proposed school, including those related to criteria for establishing a school
 - Current enrollment in the academic program(s)
- Statement of expected resource requirements
 - Internal funding (includes reallocation of resources if needed)
 - External funding and potential sources
- Designation of lines of authority and administrative structure
- Duties and responsibilities of the director
- Letters of support from all affected/related academic units
- Letter of support from the dean of the college

D. Proposal submitted to provost for review and approval to proceed

E. Review process

- Review by Vice President for Administration and Finance
- Approval by UMBC shared governance
 - Academic Planning and Budget Committee
 - If curriculum is involved, standard internal review procedures shall be invoked
 - Faculty Senate
- Approval by provost
- Approval by president
- External review and approval, if required

Progress report after formation of the school

Following establishment of a school within a college, a progress report on it shall be developed by the director and submitted to the dean of the college, no sooner than two years after the school is established and simultaneously with the next Academic Program Review or Year-Three

Review of the school's programs, as well as five and ten years after establishment of the school. An update of the following information about the school shall be included:

- Strategic plan for the school
- Planned changes to faculty resources (five-year projections)
- Five-year budget projections (revenue and expenditure detail)
- Program development and modification plans, if any
- Enrollment projections for programs within the new school
- Discussion of the impact of establishment of the school, including intended outcomes and any unintended outcomes that may warrant additional or revised planning

The dean of the college will forward the progress reports to the provost with his/her assessment.