The University of Alabama

Proposal Outline for New Department

According to The University of Alabama Board of Trustees’ Rule 503, the establishment of new academic, research, service, and administrative units, including academic departments, must be submitted for review and approval to the Chancellor and the Board of Trustees after review and approval at the campus level through a process approved by the President. The internal process includes dean’s review and recommendation to the Provost and the Provost’s review and recommendation to the President. Please note that Board approval is required before announcement of the department establishment.

At a minimum, the proposal for a new academic department must include the following.

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| **Proposed Name of Department:** |
| **College in which Department to be Housed:** |
|  |
| **Contact Person:** |
| **Title:** |
| **Email:** |
| **Phone:** |
| **Date Proposal Submitted to OAA:** |
| **Date of Proposed Implementation:** |

1. **Background**
	1. Purpose and Description (Describe the purpose of the department and how it is related to UA’s mission and goals.)
	2. Need/Rationale (Describe why this department is needed at UA and its impact on the university students, faculty, staff, and/or community stakeholders.)
	3. Demand (Estimate number of students, faculty, staff, and/or stakeholders who will utilize this department.)
2. **Resources**
	1. Describe personnel, physical facilities, equipment, library holdings, etc. needed for this department.
	2. Provide an annual budget showing the source of funds (internal and external) and an indication that there are sufficient human and physical resources to achieve the department’s purpose. If external funding involved (e.g., donor, grants), provide evidence that appropriate UA offices approve (e.g. Advancement, Research, Finance).
3. **Organization**
	1. List academic degree programs, centers or institutes within the new department.
	2. Describe the internal reporting relationship.
	3. Identify a chair and qualifications for the proposed department.
4. **Review**
	1. Identify parameters for periodic review of the department.
	2. Establish a schedule of periodic review. (This will be every five years through the program review process).
5. **Attachments**
	1. Letters of recommendation from dean and others within the college