

MCG Guidelines for Academic Unit Changes

A letter of recommendation should be submitted to the Senior Vice President for Academic Affairs for review and subsequent recommendation to the President. Once Presidential approval has been secured, a letter of recommendation will be submitted to the University System of Georgia (USG) for ratification at the next scheduled Board of Regents Meeting.

The USG deadline for submission of an academic unit change is not the same schedule that is used in recommending Faculty Actions. Please call the Office of Faculty Affairs prior to establishing an effective date of change. Once OFA confirms the deadline date with the USG Office, an effective date will be determined.

The academic unit change request is reviewed by the USG Program Staff Review Team. The review may result in follow-up issues or questions. Therefore, the following should be included as part of the recommendation:

- Implications of cost effectiveness of the organizational change;
- The affect upon existing personnel;
- How it is parallel to other comparator institutions or national norms; and
- Supporting documents such as organizational charts (current and projected).

When the academic unit change has received approval, the initiating unit will be notified. Once approval has been received, the new academic unit may be circulated accordingly.

Questions regarding changes to an academic unit should be addressed to the Senior Vice President for Academic Affairs.

[BOR Policy 306](#)