



Baylor University

Guidelines for Establishing a New Department at Baylor University

9/13/21

A proposal for establishing a new department (including dividing an existing department into two or more departments) should ordinarily be submitted by the dean of a School or College to the Provost as described below. Such a proposal should include the following:

Rationale for new department

efficiencies, enhanced disciplinary focus, inadequate attention to disciplinary concerns within current departmental structure, cultivation of new programs not pertinent to existing departments, markets for new students, opportunities for interactions with constituents outside the University, standard practices at other universities

Plans for execution of department creation

current personnel who would fill various roles, new personnel who would be needed, institution of new degree plans, other practical matters

Immediate and long-term budgetary implications

resources needed (space, equipment, personnel (additional faculty, office staff, administrative stipends)); additional revenue anticipated (tuition for expanded programs (that doesn't simply redistribute Baylor students), potential research funds)

Potential challenges

coordination with existing Baylor units that address similar subject matter, necessary alliances with entities outside Baylor, student recruiting considerations, market uncertainties

Approval Process

The proposal should originate with the School or College Dean through discussion and in agreement with representative faculty, and follow the process outlined below.

1. Dean discusses development of proposal and justification for a new department with pertinent faculty, staff, and constituents.
2. Dean discusses idea and/or proposal with Provost to receive authorization to proceed.

3. Dean develops and vets proposal with relevant chairs, faculty, and school or college business officer from related department.
4. Provost reviews proposal, requesting clarifications as needed.
5. Provost distributes proposal to relevant Undergraduate, Graduate, and Professional Education Vice Provosts, Council of Deans, and Institutional Effectiveness, Vice Provost for Administration and Operations, and Vice Provost for Research representatives for review.
6. Provost recommends establishment of new department to President.
7. President approves establishment of new department.
8. Notification of new department establishment is distributed to Advising, Registrar, and OVPR offices and the Board of Regents.