



# THEC

## New Academic Units Checklist

### *Policy A1.3 – New Academic Units*

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Per THEC Academic Policy A1.3 – New Academic Units, and in alignment with Tennessee Code Annotated § 49-7-202(q)(2)(A), a public community college or university seeking to establish a new academic unit shall submit a written request to THEC's Executive Director including all of the information requested in the following checklist.

The request will be evaluated based on the following criteria:

- Feasibility of the new academic unit
- Alignment with the Tennessee State Master Plan for Higher Education and institutional mission
- Required investment for new and/or renovated facilities
- Overall costs associated with the new academic unit

Submissions must be complete and submitted via [Formstack](#).

### ***New Academic Units Checklist***

#### **Approval Letter**

- Include a letter from the Chief Academic Officer, or designee, confirming the new academic unit has received all necessary institutional/governing board approvals.

#### **Implementation Date**

- Provide the proposed date the new academic unit will be established.

#### **Feasibility of the New Academic Unit**

- Describe the new academic unit being requested.
- Identify all academic programs associated with the new academic unit including the Federal CIP Codes. This list should include academic degrees, certificates, and minors.

#### **Alignment with the Tennessee State Master Plan for Higher Education and institutional mission**

- Describe how the new academic unit will align with the Tennessee State Master Plan for Higher Education.
- Describe how the new academic unit will align with the Institutional Mission.

#### **Required investment for new and/or renovated facilities**

- Describe any new and/or renovated facilities that will be required.

#### **Overall costs associated with the new academic unit**

- Provide a summary of anticipated costs associated with the new academic unit.

#### **Organizational Charts**

- Provide an existing organizational chart and an updated chart which reflects the new academic unit.