

Tennessee Technological University
Policy No. 227



Original Effective Date: July 1, 2017

Date(s) Revised: January 1, 2024

Policy No: 227

Policy Name: New Academic Units

I. Purpose

This policy establishes an approval process for new Academic Units at Tennessee Tech, consistent with all applicable policies, including the corresponding policy (A1.3) of the Tennessee Higher Education Commission (THEC).

II. Review

This policy will be reviewed at least every four years, and whenever circumstances require review, by the Senior Associate Provost or the Associate Provost, with recommendations for revision presented to the Academic Council, University Assembly, and the Board of Trustees (Board).

III. Scope

This policy applies to the creation of new Academic Units, which includes modification of existing Academic Units and name changes of existing Academic Units, at Tennessee Tech.

IV. Definition of Academic Units

Per THEC Policy A1.3, Academic Units include, but are not limited to, colleges, departments, institutes, schools, and other divisions that house at least one academic program including degrees, certificates, and minors.

V. Policy/Procedure

- A. Tennessee Tech hereby incorporates by reference and will comply with THEC Policy A1.3: New Academic Units, as that policy may be amended from time to time.
- B. The establishment of a new Academic Unit or modifications to an existing Academic Unit at Tennessee Tech must undergo the following institutional and Board approval processes:
 1. The appropriate requestor of a new Academic Unit must seek initial approval from the Provost's Office, which may consult with the President before making a decision.
 2. Following initial approval by the Provost's Office, the requestor must prepare a request for a new Academic Unit that complies with THEC Policy A1.3, Section 1.3.4A, and includes all required materials outlined in that policy's New Academic Units Checklist.
 3. The requestor will submit the request to the following for review and approval or denial consistent with their applicable policies and procedures:
 - a. Academic Council,
 - b. Administrative Council, and
 - c. President (for a new college), or Provost and Vice President for Academic Affairs (for all other types of Academic Units).
 4. If the request is not fully approved by all entities in B.3.a-c above,

the requestor may either accept the disapproval decision or revise the request until all of those entities approve the final version.

5. The Provost's Office will send the approved request to the Board for review and approval. If the Board approves the request without any revisions, the Provost's Office will proceed to paragraph C below. If the Board disapproves the request, the requestor will proceed in accordance with direction from the Board.

C. The Provost's Office will then submit the institutional- and Board-approved request for a new Academic Unit (including all required materials as outlined in the New Academic Units Checklist and an Internal Cover Form) in writing to the THEC Executive Director for review and approval, in accordance with THEC Policy A1.3.

D. Renaming an existing academic unit requires appropriate institutional approvals and written notification to THEC prior to the name change taking effect.

VI. Interpretation

The Provost, in consultation with the President, has the final authority to interpret the terms of this policy.

VII. Citation of Authority for Policy

T.C.A. § 49-8-203(a)(1)(B); THEC Policy A1.3 New Academic Unit; New Academic Units Checklist.

Approved by:

Academic Council:	February 22, 2017, October 4, 2023
Administrative Council:	February 22, 2017, September 27, 2023
University Assembly:	April 19, 2017, November 15, 2023
Board of Trustees:	March 23, 2017, November 30, 2023