LETTER OF NOTIFICATION – 2

ESTABLISHMENT OF ADMINISTRATIVE UNIT

(Center, Division, or Institute not offering primary faculty appointments or certificate/degree programs)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

Associate Provost

3. Phone number/e-mail address

(501) 450-3126

jona@uca.edu

4. Name of proposed administrative unit

5. Proposed location

6. Distance of proposed unit from main campus

7. Reason for proposed action:

8. Mission and role for proposed unit:

9. Provide current and proposed organizational chart.

10. Copy of email notification to other institutions in the area of proposed location and their responses; include the notifying institution’s reply to other institutions’ responses.

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| President/Chancellor Approval Date: |  |

|  |  |
| --- | --- |
| Board of Trustees Notification Date: |  |

|  |  |  |
| --- | --- | --- |
| Chief Academic Officer: |  |  |
|  | signature | date |

[UCA form updated 2016-01-06]