Establishment of New Administrative Unit

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

1. Proposed effective date

2. Title/name of proposed administrative unit

3. Location

3.1 Will the new unit be on campus or off campus?

3.2 If off campus, indicate specific location and the distance of the proposed unit from the main campus.

If off campus, consult with the Office of the Provost for additional steps.

4. Reason for proposed action

5. Mission and role for proposed unit

6. Provide current and proposed organizational charts.

6.1 Current organization

6.2 Proposed organization

7. Budget (three years) for new unit, including sources of funding