I. **Origination and Authority Line of Petitions for Recognition as a Department**

UW Colleges Constitution requires that departments be recognized by the faculty, chancellor, and board of regents.

A. The petition to become a department must originate from a group of faculty.

   1. The group of faculty seeking departmental status will petition the Senate Steering Committee for departmental recognition. SSC will steer the proposal to the Senate Curriculum, Academic Policy, Faculty Professional Standards and Senate Assessment committees for review.
   2. The petition will be presented to the Senate as an introduction for voting. If approved, the introduced petition will be sent for review by the faculty of the UW Colleges campus collegia.
   3. Upon receipt of commentary from the collegia, the petition will be voted on by the full Senate for adoption.
   4. If adopted, the petition will be forwarded to the Chancellor for review. If approved, the Chancellor forwards the petition to the Board of Regents.
   5. Approval by the Board of Regents establishes the new department. Since UW System policy ACIS 1.0 delegates the role of the board of regents in approving new departments to the chancellor, the chancellor will have final authority in approving new departments.

II. **Information to be Included in Petitions for Departmental Status**

Chapter 4 of the UW Colleges Constitution requires that departments consist of faculty that deal with a common field of knowledge or have a common or closely related disciplinary or interdisciplinary interest.

A. Petitions for departmental status will describe the common field of knowledge or disciplinary/interdisciplinary interest.

   1. The topics addressed by the proposed department through teaching, research and service will be described.
   2. If the proposed department is interdisciplinary, the petition will describe what disciplines are involved and how they contribute to teaching, research and service within the proposed department.

B. Petitions for departmental status will describe the group of faculty that will constitute the new department.

   1. The faculty or faculty lines that will constitute the new department will be identified.
2. Faculty workload will be addressed by the petition along with the credit divisor for establishing IAS workload.
3. The petition will describe how the education, teaching, research and service of each faculty or faculty line addresses the common field of knowledge or closely related disciplinary or interdisciplinary interest of the proposed department.
4. Petitions will indicate if new faculty or faculty lines are required to address the following conditions:
   a. Current faculty or faculty lines do not address all aspects of the common field of knowledge or disciplinary or interdisciplinary interest of the proposed department.
   b. Current staffing will not provide departmental representation on all UWC campuses.

5. Petitions will describe the role of Instructional Academic Staff in the proposed department.
6. Petitions will describe any roles, impacts on and needs for participation of University Staff.
7. Petitions will address the following issues regarding faculty appointments:
   a. The number of faculty appointments, if any, that will be housed only in the proposed department.
   b. The number of faculty appointments, if any, that will be housed in two or more departments.
   c. The number of faculty appointments, if any, that will be moved from existing departments to the proposed department.
   d. A description of how the establishment of the new department will impact current faculty teaching loads and assignments, research and service within existing departments will be included.
   e. A description of how the establishment of the new department will impact faculty teaching loads and assignments, research and service on the campuses will be included.

C. Courses/Curriculum

1. Petitions will describe the curriculum, either existing or in development, and relate the curriculum to the common field of knowledge or disciplinary or interdisciplinary interest of the faculty.
2. Petitions will include a list of courses and course descriptions of existing or planned courses that will be offered by the new department.
3. Cross-listed courses, both current and proposed, must conform to Chapter 4: Departments of UWC Constitution, specifically section 4.03: Jurisdiction and Responsibilities and Institutional Curricular Policy #101.02: Curriculum Guidelines section VII A. 2.
4. Petitions will indicate how courses will transfer to other UW System institutions.
D. Bylaws will be submitted with the petition, and should address departmental requirements as outlined in Chapter 4 of the Constitution.

E. Petitions will describe how the new department fulfills needs that are not addressed by current departments or programs, and will address the following:

1. Demonstration of academic need. Petitions will include a description of teaching and research needs that are not met by current departments that the proposed department will fulfill. A demonstration of academic need may also consider how the proposed department will contribute to other academic programs/disciplines, increasing bachelor degrees in Wisconsin, FLEX degree options and inclusive excellence.

2. Petitions will describe how the proposed department contributes to workforce development, including career paths for students, economic development and non-economic benefits.

3. A description of how the proposed department contributes to the UW Colleges’ mission of access and The Wisconsin Idea will be included.

4. Projected enrollments will be included.

F. Budgetary considerations will be addressed, including any new funding requirements, contributions to revenue streams at the campus and UW Colleges levels and a description of long-term financial commitments to be imposed on campuses, the UW Colleges and the UW System.