Tennessee Higher Education Commission
New Academic Units

Per Policy A1.0 (New Academic Programs: Approval Process), the Commission has the statutory responsibility to review and approve new academic units (divisions, colleges, schools and departments). These units (divisions, colleges, schools, or departments) have the authority to award academic course credit acceptable to meet degree requirements at the institution.

Proposals for New Academic Units must be submitted by the governing board to the THEC Executive Director for review and approval.

Proposals should be structured to address the following criteria:

1. **Name of the proposed academic unit**
   - Also indicate the type of academic unit (ie: division, college, school, or department).

2. **Rationale for the proposed academic unit**
   - Evidence should be provided that the proposed new academic unit contributes to meeting the priorities/goals of the institution’s academic or master plan, and a rationale as to why the institution needs the proposed academic unit.

3. **Inventory of academic program offerings**
   - An inventory of current academic program offerings that will be housed in the new academic unit should be included in the proposal. Any future academic program offerings should also be included.

4. **Updated organizational chart reflecting proposed academic unit**
   - The organizational placement and the administrative responsibility for the new academic unit should be clearly defined and designed to promote success of the academic programs within the academic unit.

5. **Cost/benefit analysis of the proposed academic unit**
   - The benefits of the new administrative unit should outweigh the cost of the proposed academic unit. Institutions should estimate the effect on funding caused by the proposed change. Evidence should be provided that costs will be met from internal reallocation or from other sources such as grants and gifts, if appropriate.

6. **Existing and/or anticipated facilities for proposed academic unit**
   - New and/or renovated facilities required for the new academic unit should be clearly outlined by amount and type of space, costs identified, and source of costs in the proposal, if appropriate.

7. **Letter of support by the President/Chancellor of the institution**
   - Letter of documentation from the institution’s Chief Academic Officer to support the new administrative unit must be submitted with the proposal.