A New Academic Administrative Unit Proposal can be submitted once a Letter of Intent has been approved by the Arkansas Higher Education Coordinating Board. Academic Administrative Unit Proposals must be received by ADHE by the established deadlines. After ADHE reviews a submitted proposal, a member of ADHE Executive Staff will present a recommendation for approval at the next AHECB meeting. An institution’s Provost/Chief Academic Officer, or their representative, is required to be in attendance to answer questions and/or present information.

When completing this form, please use font color black. Make all attempts to preserve document formatting. If you choose to create a separate document, please use the same outline structure as below.

1. **INSTITUTION NAME:**
2. **PROPOSED ADMINISTRATIVE UNIT TITLE:**
3. **PROPOSED START DATE:**
4. **BOARD OF TRUSTEES APPROVAL**
	1. Provide the date that the Board of Trustees approved (or will consider) the proposed academic administrative unit.
	2. Provide a copy of the meeting agenda that lists the proposed academic administrative unit, and written documentation of unit approval by the Board of Trustees prior to the Coordinating Board meeting that the proposal will be considered.
5. **ADMINISTRATIVE UNIT SUMMARY**

 Provide a general description of the proposed administrative unit. Include the following:

* + Need and purpose of the unit.
	+ Explain how new administrative unit supports the institutional mission and promotes strategic initiatives.
	+ Written documentation from internal and external sources on the need for the proposed unit and new programs.
	+ Identify where the unit will be administratively housed.
1. **ADMINISTRATIVE UNIT EXPENDITURES**
	* 1. Provide a summary of personnel expenses for the first 3 years. Include the following:
* New administrative positions including expected salary, employment status (full-time or part-time), and anticipated start date.
	+ - * + New faculty positions including expected credentials, salary, and anticipated start date.
				+ Number of existing faculty teaching each subject housed in the proposed unit.
		1. Provide a summary of resource, equipment, and facility expenses for the first 3 years.

Include the following:

* Instructional equipment/resources and costs and acquisition plan.
* Research equipment/resources and costs and acquisition plan.
* Facility expenses including new or renovated facilities and costs.
1. **ADMINISTRATIVE UNIT FUNDING**
	* 1. Provide the projected annual budget for administrative and faculty resources, facilities, resources, and equipment for the first 3 years.
		2. Sources of funding for the first 3 years. Include the following:
* Information regarding grants received by the institution to support the proposed unit.

List the name, source, amount, and timeframe for each grant.

* If a reallocation of funds will occur, indicate from which unit, department, program, etc.
* Other funding sources (e.g., donations, employers, special tuition rates, mandatory technology fees, program specific fees, etc.)
1. **ORGANIZATIONAL CHART**

 Provide the current and proposed institutional organizational chart.

1. **DEGREE PROGRAMS**
	* 1. List existing certificates and degree programs that will be housed in the proposed unit and the total number of students currently enrolled in each of these programs.
		2. List new certificates and degree programs that will be proposed over the next 3-5 years that will be housed in the proposed unit.
2. **CONTACT INFORMATION**
	* 1. Provost/Chief Academic Officer:

E-mail Address:

Phone Number:

* + 1. Unit Contact Person:

Title:

E-mail Address:

Phone Number:

**Additional information may be requested by ADHE Academic Affairs staff.**