

Procedures for a New Department or Department Changes*

Deadline. The deadline to request new departments, mergers of existing departments, or department number changes is June 8, 2009 for changes impacting FY 10.

The effective date for all changes is July 1, 2009. Organizational changes or restructuring of existing departments must be implemented at the beginning of the fiscal year to prevent problems with university reports, budgets and/or historical reporting.

1. A **Memo** providing the new department name and why it is being established should be submitted to the Office of Budgets .

Budget Office
Attn.: Angie Nielsen
Dept. 6040

Once sufficient information is provided, a new name and/or number will be assigned.

2. An **organizational reporting** plan (new or changing) must be included with your memo. Please specify the college or vice president that the new or changing department will report to.

3. If existing accounts are moving to the new department, **list all the accounts, the department they currently report to, and the new reporting department.** If new accounts are to be established, complete a new account using E-doc Lite and note what the purpose is in the explanation field. Submit to the Office of Budgets.

4. **List all employees**, including people group, employee ID number and their assignments that are moving to the new department/organization. The list should include all faculty, administrative professional, post doc, state classified, graduate assistant, hourly and workstudy employees. If an entire department and all employees are moving from one department to another, a comprehensive list of employees will not be required. A global change can be made in the HR system.

5. Attach copies of other **supporting documentation**, as appropriate.

** The creation of **academic** department numbers or a change to an existing **academic** department number requires significant lead time. This process may take two to three years to complete because of Student System requirements for course offerings and the impact to the Class Schedule and Catalog. Approval from various administrative offices is required prior to the creation of the new academic department. Colleges that are anticipating changes within their organizations need to start early and include Academic Affairs/Faculty Council and the Student System in their planning/approval process. Once approvals have gone through these offices, Office of Budgets will coordinate with Institutional Research, Human Resources and Business & Financial Services on the implementation process.*