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**Proposal to the Senate Educational Policy Committee
to Restructure a Unit through Merger, Separation,
Transfer, or Change of Status**

1. **CURRENT UNIT NAME**:
2. **SPONSOR NAME**:
3. **SPONSOR EMAIL**:
4. **COLLEGE CONTACT** (for units housed within a College):
5. **COLLEGE CONTACT EMAIL**:
6. **TITLE OF PROPOSAL**: Proposal to Restructure the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in
 (name of unit/units)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of entity that houses the unit, if applicable)
7. **DESIRED EFFECTIVE DATE**:
8. **BRIEF DESCRIPTION**:
9. **JUSTIFICATION**:
10. **BUDGETARY, FACULTY, STAFF, AND STUDENT IMPLICATIONS**:
11. Increase (or decrease) in faculty, staff, GTAs, etc., and dollars needed, if any.
12. Internal reallocations (e.g. change in class size, teaching loads, student-faculty ratio).
13. Effects on course enrollment in other units and explanations of discussions with representatives of those units (include communication in addendum).
14. Advising impact on students, if any.
15. Impact on physical teaching spaces, labs, equipment, etc.
16. Impact on budget line restructuring, Org/program codes retained/retired, etc.
17. Impact on University Library.
18. **ORGANIZATIONAL MATTERS**:
19. Changes to administration, staff, and faculty reporting, office space, etc.
20. Will there be changes or edits to the bylaws?
21. How will you restructure the Promotion and Tenure Committee?
22. Will a Transition Committee be used during the restructure?
23. Other?
24. **ANY PREVIOUS RESTRUCTURING TO THIS UNIT?** (If yes, please describe the restructure and when it took place.):
25. **SUMMARY OF PROCESS**:
26. Process to come to this decision.
27. Process of your unit’s faculty approval.
28. Public hearing synopsis.
29. Process to implement the restructure.
30. Proposed timeline of the restructure.
31. **GOVERNANCE PROCESS:** (List the governance levels supporting this proposal in the unit and/or College and the votes taken at each level (see [Statues, Article VIII, Section IV](https://www.bot.uillinois.edu/governance/statutes) and [Senate Bylaws, Part D., Section 8. C](https://www.senate.illinois.edu/bylaws.asp)).:
32. **ADDENDUM** (List all addenda for this proposal that will be attached, e.g. public hearing announcements and meeting minutes, FAQ public document, University Library Impact Letter, letters of support, new bylaws, other written communication, etc.):
33. **STATEMENT FOR THE ACADEMIC CATALOG** (If there is text in the Academic Catalog, <http://catalog.illinois.edu/>, that will need to be updated as a result of this request, please list the URL(s) of the page(s) and the text to update.):

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**CAMPUS WORKFLOW NOTIFICATION**

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Unit Representative Name and Signature Date

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College Representative Name and Signature Date

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Provost Representative Date

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Educational Policy Committee Representative Date