

Purpose: To establish the steps required to implement organizational structure changes at UAlbany, identify all stakeholders and their roles in the process, and ensure communication points are in place.

Scope: These steps outline procedures for changing organizational structure (e.g., mergers, splits, etc.), new, dissolved and names of units. It does not apply to changes to academic programs or curricula, which are ruled by separate governance procedures per the faculty bylaws.

Organizational Change Procedure

1. Proposal unit(s) provide the proposal of the academic change to the Vice President or Deans impacted.
2. Upon reviewing the proposal, the Vice President or Deans will notify the proposal unit(s) that the proposal is moving forward or is not.
3. The impacted Vice President or Deans bring the proposal to the Provost and Senior Vice President.
4. If the proposal is moving forward:
 - The Provost and Senior Vice President send the proposal to the Organizational Change Working Group.
 - The Provost and Senior Vice President send the proposal to the Senate chair and secretary to facilitate review and comment
5. The Organizational Change Working Group:
 - Notifies appropriate implementation offices to begin investigating potential impact on UAlbany systems, data, and business processes. The Organizational Change Working Group is comprised of representatives of the following units:
 - Best Team/Academic Support (representing Registrar's Office, UGE, and GRE)
 - HR
 - Finance
 - IR
 - Research
 - ITS
 - The implementation offices provide feedback (impact, unanticipated issues, unintended consequences, work load, increased costs, overlapping impacts between academic, research and HR/Finance, etc.) on the proposal to the Organizational Change Working Group.
 - The Organization Change Working Group compiles the impact results by implementation office and in summary presents in the Organization Structure Change Impact Report:
 - Technical
 - Organizational
 - Process
 - Resource Needs
 - Timeline

NOTE:

UAlbany Organizational Change Procedure

FINAL DRAFT

7/6/2017

Student academic structure changes only occur in the FALL of the academic year following the approval of the change (e.g., if approved in Fall 2017, change is effective Fall 2018).

RF and HR/Finance structure changes occur at agreed upon timeframe and can be during the academic year. Needed for hiring and research association with organizations.

- Organizational Change Working Group sends report to the Provost and Senior Vice President
6. The Senate, typically UPPC, but at the sole discretion of the Senate:
 - Reviews proposal
 - Sends recommendation/comments to the Provost and Senior Vice President
 7. Provost and Senior Vice President approves (and sends recommendation to President), disapproves or modifies the proposal
 8. If approved, President's decision is sent to the Working Group (to initiate service requests and projects to implement the change), Senate review body, and others as applicable.