## Administrative Change Request Form

**Directions:** An institution shall use this form to propose the creation of or a change to an academic unit such as a department, school, or college that administers certificate and/or degree program(s). All sections should be completed unless noted otherwise.

*This form should be used only for administrative changes with new costs to the institution totaling $2 million or more during the first five years. For all other requests, please use the Administrative Change Certification Form.*

**Information:** Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

### Administrative Information

1. **Institution** -

2. **Description** – Describe the change.

3. **Reason for Change** – Explain the reason for the change.

4. **Program Inventory** – Show how the change would appear on the Coordinating Board’s Program Inventory. Include all degree programs and corresponding Texas CIP codes affected by the change but do not include proposed administrative unit codes for the new academic unit(s). Board staff will assign the new administrative unit codes.

5. **Proposed Implementation Date** – Report the date that the change would go into effect.

6. **Contact Person** – Provide contact information for the person who can answer specific questions about the administrative change.

Name:

Title:

Email:

Telephone:
I. **Impact**

A. **Role and Mission** – Describe how the change would affect the role and mission of the institution.

B. **Program Support and Development**

1. Describe how the change would affect existing degree programs and plans for new degree programs.
2. Indicate how many students and faculty there would be in the proposed administrative unit, by level and by degree program.
3. Describe how the proposed administrative unit would compare to existing administrative units at the same level (e.g., department, college, school, etc.) in terms of cost and number of students and faculty supported.

C. **Accreditation** – Explain how the change would affect accreditation or re-accreditation.

D. **Resources** – Describe how the change would affect resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years.

II. **Costs and Funding**

**Five-year Costs and Funding Sources** – Use this table to show five-year costs and sources of funding for the change. (New five-year costs that equal or exceed $2 million must be approved by the Coordinating Board at one of its quarterly meetings.)

<table>
<thead>
<tr>
<th>Five-Year Costs</th>
<th>Five-Year Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel $^1$</td>
<td>Reallocated Funds $^3$</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>Library, Supplies, and Materials</td>
<td>$0</td>
</tr>
<tr>
<td>Other $^2$</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>

1. Report costs for new administrative positions and new support staff. For new faculty, prorate individual salaries as a percentage of the time assigned to administer the new academic unit and any new programs under that unit. If existing faculty and support staff will be reassigned to administer the academic unit, include personnel costs necessary to maintain existing administrative efforts and existing programs. (e.g., costs of adjuncts to cover courses previously taught by faculty who would now administer a new academic unit.)
2. Report other administrative costs here (e.g., new accreditation costs, travel directly related to administrative unit.)
3. If existing funding would be used to support the new administrative unit, indicate the funding sources and how the reallocation of funds would affect existing administrative units and programs.
4. Not generally applicable to administrative change requests. Show formula funding for students new to the institution in tables of costs and funding for new degree programs.
5. Report other sources of funding such as debt service, gifts, in-hand grants, and likely future grants that would directly support the new administrative unit.
1. **Adequacy of Funding** – The chief executive officer shall sign the following statement:

   I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools, or colleges.

   ____________________________________ ___________ 
   Chief Executive Officer                  Date

2. **Board of Regents Approval** – A member of the Board of Regents or designee shall sign the following statement:

   On behalf of the Board of Regents, I certify that the Board of Regents has approved the administrative unit.

   ____________________________________ ____________________________
   Board of Regents (or Designee)            Date