

University of California Universitywide Review Process for Establishing New Schools and Colleges

As detailed in the [Compendium: Universitywide Review Processes for Academic Programs, Academic Units, & Research Units](#), the establishment of a new school or college is a two-step process that includes:

Pre-Proposal Stage

Step 1: At least one year before the full proposal for the school or college is approved at the campus, and after review by the local Divisional Senate, the Chancellor sends the pre-proposal to the UCOP Provost, who forwards it to both Academic Affairs and the systemwide Academic Senate.

Step 2A: CCGA, UCEP, UCPB and any other relevant committees provide Academic Council comments on the pre-proposal. Academic Council's comments are sent to the proponents of the school or college with copies to the UCOP Provost and Divisional Senate Chair.

Step 2B: UCOP Academic Affairs provides comments to the proponents of the new school or college with a copy to the Academic Council Chair.

Full Proposal Stage

Step 3: After incorporating comments on the pre-proposal, and after review by the local Divisional Senate, the Chancellor forwards the full proposal to the UCOP Provost and Academic Council Chair.

Step 4: UCOP Academic Affairs completes an independent financial and budgetary analysis of the proposal and sends the analysis to the Academic Council Chair and the chairs of CCGA, UCPB, and UCEP.

Step 5: The CCGA Chair convenes a Senate subcommittee with the chairs of UCEP, UCPB and any other participating Senate committees to coordinate/expedite their reviews. Senate review committees report their recommendations to the Academic Council.

Step 6: The Academic Council Chair reports the Senate recommendations to the UCOP Provost with copies to the Divisional Chair, the systemwide Senate chairs involved, and analysts of the committees that reviewed the proposal.

Step 7A: If the proposal is rejected by Academic Council, the UCOP Provost informs the Chancellor who decides whether to resubmit a revised proposal to the Divisional Senate or to withdraw the proposal completely.

Step 7B: If Academic Council approves the proposal, the UC President prepares a Regents' Item for the next Board meeting recommending approval of the new school or college to the Regents. The Academic Council Chair checks the Regents' Item for accuracy.

Step 8: If the Regents approve the proposal, the UCOP Provost reports the approval to the Chancellor and other stakeholders.

Establishing a new school or college takes at least two years to complete and proposers should keep in mind that the amount of time a proposal takes to be reviewed and approved can vary widely. If a campus fails to establish the new school or college within seven years of the date of Regental approval, it must submit a post-proposal. The post-proposal updates the original proposal and must provide a clear, compelling justification for the school or college in the context of a budgetary and curricular environment that may have changed since initial Regental approval.

More details about the CCGA review and approval process can be found in the [Coordinating Committee on Graduate Affairs Handbook](#).