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| Institutional Tracking No.  |  |

Idaho State Board of Education

Proposal for Instructional and Administrative Units

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| Date of Proposal Submission: |  |
| Institution Submitting Proposal: |  |
| Name of College, School, or Division: |  |
| Name of Department(s) or Area(s):  |  |
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|  |  |
| --- | --- |
| Title of Proposed Unit |  |
| Proposed Implementation Date: |  |

**Indicate whether this request is either of the following:**

|  |  |  |  |  |
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|  | New Administrative Unit |  |  | New Instructional Unit |
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| College Dean (Institution) | Date |  | Vice President for Research **(as applicable)** | Date |
|  |  |  |  |  |
| Graduate Dean **(as applicable)** | Date |  | Academic Affairs Program Manager | Date |
|  |  |  |  |  |
| FVP/Chief Fiscal Officer (Institution) | Date |  | Chief Academic Officer, OSBE | Date |
|  |  |  |  |  |
| Provost/VP for Instruction (Institution) | Date |  | SBOE/Executive Director Approval | Date |
|  |  |  |  |  |
| President | Date |  |  |  |

1. What are the goals and objectives for the new unit?
2. What is the relationship of the unit to the university’s mission and priorities? Is the unit involved in instruction and if so, to what extent?
3. What is the demand for the unit’s services? What population will the unit serve?
4. Describe the proposed unit’s organizational structure.
5. What targets have been set to assess the proposed unit’s success in achieving objectives?
6. Briefly describe the processes that will demonstrate the quality of the unit.
7. Indicate the number of students, businesses, industries, and/or other clients to be served by this unit. Include a description of faculty participation and student involvement in the unit if applicable.
8. Fiscal Impact: Using the budget template, provide a narrative budget summarizing the needs and requirements for implementing the new unit.