**Division of Academic Affairs**

***Proof of Concept – Request for Organizational Change***

Before an Organizational Change can be implemented, a ‘Proof of Concept’ should first be approved by the Provost’s Office. Please fill out the form below, adding in as many details as possible, and submit for approval.

|  |  |
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|  | ***New Unit*** *(creation of a new unit)* |
|  | ***Name Change*** *(only changing a units name)* |
|  | ***Move Unit*** *(move unit between colleges, schools, divisions, etc.)* |
|  | ***Dissolve Unit*** *(dissolving or disbanding an existing unit)* |
|  | ***Combine Units*** *(combine units to form a new unit, school, etc.)* |
|  | ***Other Request*** *(non-standard requests)* |

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| ***Description and Rationale for Request:***  |
|  |  |
|  | *Proposed Implementation Date* |  |

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| --- |
| ***Contact Information:*** |
|  | *Name* |  |
|  | *Phone* |  |
|  | *Email* |  |
|  |  |  |

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| ***Approval Signatures:*** |
|  | ***Chair or Administrative Head:****(if applicable)* |  |
|  | ***Director****(if applicable):* |  |
|  | ***Dean****:* |  |
|  | ***Provost****:* |  |