**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.

|  |  |
| --- | --- |
|  | ***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* |  |

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

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