

Appendix 1

Senate Questionnaire for Establishment, Dissolution, Merging, or Major Restructuring of Academic, Administrative or Business Units.

SUMMARY INFORMATION <i>(If space does not permit, put answers on a separate document and attach to this form)</i>	
1. Name and Title:	
2. Who is requesting this change?	Rutgers University Central Administration The faculty of the school/department/unit The administration of the school/department/unit Mandated by state legislation Rutgers University Senate Other:
3. Describe and provide the justification for the proposed creation, modification, dissolution, or restructure:	
4. Unit Type:	Academic Unit Administrative Unit. Research Center or Institute. Other:
5. Date for proposed change:	
6. How does this change align with the university strategic plan?	
7. Are there statutory or contractual requirements that this change take place?	Yes No
8. Is there a uniform process and procedure being harmonized? If so, describe in detail.	Yes No
9. If a structural change, will the name of the affected entity(ies) change? If new, what is the proposed name?	Yes No

IMPACT CONSIDERATIONS

10. What is the impact of the restructuring on enrollments?	
11. How will the restructuring affect other programs or areas of the university?	
12. Will leadership be impacted and if so, how?	
13. Is this proposed change to align the university consistent with industry best practices or a new innovative approach to solving a problem?	Yes No
14. Is the size, complexity, and cost of the administrative structure in the preliminary proposal sent to the Senate comparable to those of the administrative structures in peer schools or disciplines?	Yes No
15. If this is an administrative unit responsible for providing for undergraduate and/or graduate instruction, provide documentation that will help inform the Senate regarding related curriculum issues and how they will be addressed.	
16. Are there any accrediting bodies involved? If so, what information and processes do they require?	
17. How have each of these stakeholder groups been engaged in the process of this change?	Yes No
18. Briefly describe the personnel matters associated with this change and how will they be addressed.	
19. If this is a structural change, how does the proposed structure compare to those at comparable institutions of higher education.	
20. Please name the stakeholders. (e.g. students, faculty, staff, or any sub category therein, work study, etc.)	
21. Briefly describe the operational matters associated with this change and how will they be addressed.	

<p>22. If there are applicable unit bylaws, did you follow them during the consultation and deliberation process?</p>	<p>Regarding operational matters? Yes No Regarding size and staffing of modified units Yes No</p>
<p>23. Did you follow each unit's bylaws during the consultation and deliberation process?</p>	<p>Yes No</p>
<p>24. How does the size and staffing (including faculty) of the merged unit compare to i) the individual units prior to the merger; and ii) comparable units at aspirant AAUs?</p>	
<p>25. What stakeholders have been consulted?</p>	
<p>26. What is/are their position(s) on the matter?</p>	
<p>27. What other stakeholders might be involved and/or impacted?</p>	
<p>28. What impact will the restructuring have on the individual unit budgets?</p>	
<p>29. How will the budgets be reconciled upon restructuring?</p>	

FINANCIAL CONSIDERATIONS

30. What are the costs involved in restructuring?	
31. What are the financial benefits if any?	
32. What are approximate cost projections for the merger?	
33. What are expected long-term savings?	
34. If money is being taken from a budget reserve to help cover merger costs, then what are the expected short- and long-term impacts of that diminishment of the budget reserve?	
35. What are the costs of not restructuring, if any?	
36. What is the proposed budget for this structural or service change?	
37. If money is being transferred from another budget, what is the impact on the debited budget?	
38. What is the budgetary impact of this proposed change? Please attach your business plan and budget.	
39. What are the financial impacts on the university and the affected units?	
40. Is there any other information that should be known here concerning this proposed change? If so, provide in detail.	
41. Are there any potential conflict of interest issues in the above proposal? If so, provide in detail.	<p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>