

## Proposal Guideline Checklist

*This checklist provides guidance for preparing unit reorganization proposals. Complete all items pertinent to your specific reorganization and include any additional relevant information not addressed in this framework. The final proposal must be submitted as a single comprehensive document with a detailed Table of Contents and required appendices containing supporting documentation and data.*

- **Proposal Overview**
  - Briefly describe the proposed reorganization.
  - What is the impetus for this change?
  - Define the scope. Does it involve multiple schools or colleges?
- **Merits and Benefits**
  - What are the benefits and challenges of the proposed change (academic merits must be emphasized, if applicable)?
  - How is the current structure organized, and how will the new structure improve it? (Attach organizational charts if possible.)
  - How does this change align with department, college, and university priorities and strategic plans?
  - How does it position K-State relative to peers and aspirational institutions?
  - Are there implications for Higher Learning Commission accreditation, specialized accrediting bodies, or regulatory bodies (e.g., KBOR)?
- **Personnel and Leadership**
  - Who are the impacted faculty and staff? List all faculty/staff to include ranks, position titles, and any relevant qualifications necessary for program accreditation or operation.
  - How will leadership be sustained (interim arrangements, search procedures, selection process for permanent chair/director)?
- **Implementation Timeline and Communication Plan**
  - Provide a timeline for key events (student enrollment, graduates, program moves, course closures, hires, department document revisions, etc.).
  - Describe the communication strategy for informing all constituencies (faculty, staff, students, alumni, advisory boards).
- **Student Impact**
  - How will the new structure enhance education, the student experience, student outcomes, and competitiveness?
  - What is the impact on current and future students?
  - What are the assumptions for enrollment growth and recruitment plans?
- **Operations and Assets**
  - Programs and activities: Events and activities serving students and faculty
  - Promotional and educational functions: Activities that support program visibility and educational mission
  - Information systems: Electronic files, data, and information systems that must transfer with the reorganization
  - Physical assets: Objects, property, and records that will move with the reorganized unit
  - Stakeholder assets: Student scholarships specific to the units, granting agency income streams, patents, royalties from licensing agreements, university records, and alumni board that units have should be preserved or robustly integrated in the new merged unit. Similarly, care must be taken when professional licensing of graduating students may be impacted.

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Additional considerations: Other operations or assets unique to the program that require attention during reorganization.

- **Resources and Financial Viability**

- What resources are available to support the change?
- Provide a general description of anticipated costs and funding sources.
- Documentation of past and current use of key resources and a plan for sustaining these resources during and after the change process.
- Describe how current resources will be maintained in the new structure.
- Describe the long-term financial impact of the reorganization

- **Impacted Faculty and Staff Votes and Engagement**

- Document impacted faculty and staff votes:
  - Number eligible, number voting, and breakdown of results (for/against/abstain).
  - Summaries of faculty and staff discussions (optional).
- Letters of support or opposition from faculty, staff, administrators, boards, or external partners.
- How were faculty and staff involved in developing this proposal?
- How will faculty input be included in policymaking?

- **Evaluation of Outcomes**

- How will success be measured?
- What is the timeline for reviewing outcomes?

- **Supporting Documentation**

- a. Financial Information, to include:
  - University/College budgeted funds
  - Fee funds of all types (including balances)
  - Grants and contracts funding (including overhead and startup balances)
  - KSU Foundation funds designated for the unit
  - Shared philanthropic funds benefiting the unit
  - Scholarship funds designated for students of the units
- b. Personnel Information, to include:
  - Current contracts and FTE assignments
  - Any faculty or staff proposed repositioning assignments
  - Current workload distribution, to include overload assignments
  - College or subunit workload policies
  - Open positions, including the position descriptions
- c. Academic Information, to include:
  - Student enrollment data (enrolled, admitted, course enrollments, SCH generation)
  - Courses taught by unit faculty and shared with other programs
- d. Space information, to include:
  - Teaching and research environments, including specialized facilities, equipment, and utilities
  - If space moves occur, the plan should include a map of research, teaching, and creative spaces as well as office spaces to which personnel (faculty, staff, administrators) will be assigned.

- **Additional Considerations**

- Have you worked with a neutral facilitator to build communication and collaboration?

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