

**New Department/Division Proposal**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ACADEMIC UNIT** | | | **EFFECTIVE DATE** | | | |
|  | | |  | | | |
| **PROPOSED NEW DEPARTMENT/DIVISION NAME** | | | | | | |
|  | | | | | | |
| **PURPOSE/RATIONALE** | | | | | | |
|  | | | | | | |
| **LIST ALL FACULTY AND STAFF TO BE ASSIGNED TO THE DEPARTMENT/DIVISION** | | | | | | |
|  | | | | | | |
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| **COMPLETED BY** | | | | | | |
| **Contact Name:** |  | | **Title:** |  | | |
| **Email Address:** |  | | **Phone:** |  | | |
| **APPROVALS** | | | | | | |
| **Department Chair/Director:** | |  | | |  |  |
|  | | *Type name here and sign above* | | |  | Date |
|  | |  | | |  |  |
| **Academic Unit Dean:** | |  | | |  |  |
|  | | *Type name here and sign above* | | |  | Date |
|  | |  | | |  |  |
| **Academic Unit Fiscal Officer:** | |  | | |  |  |
|  | | *Type name here and sign above* | | |  | Date |
|  | |  | | |  |  |
| **Deputy Provost/Academic Affairs:** | |  | | |  |  |
|  | | *Type name here and sign above* | | |  | Date |
|  | |  | | |  |  |
| **Transmitted to Registrar’s Office:** | |  | | |  |  |
|  | | *Initial & Date* | | |  |  |
| cc: Human Resources, Carol Fitzpatrick  Financial Services, Bob Crutsinger  Data Warehouse, Andrew Draker | | | | |  |  |

Submit form electronically to Amy Watson ([watsonar@umkc.edu](mailto:watsonar@umkc.edu)).