

**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** |
|  |
|  |
| **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).