Colleges and Schools
Authority: Board of Trustees
Proponent: Provost and Vice President of Academic and Student Affairs
Approval Date:
Implementation Date:
Revision Date(s):
Date Originally Implemented:
Scope: Colleges and Schools at Metropolitan State University of Denver

Definitions:
Colleges and Schools share certain characteristics:
- Each should increase the visibility of the College or School so as to enhance the potential to
  o Attract a diverse student population,
  o Attract high quality faculty and staff,
  o Increase the amount of external funds through grant writing or fundraising,
  o Provide a greater focus on the educational mission of the unit,
  o Make it easier for students to navigate a path to degree completion, and
  o Create a sense of academic identity that enhances opportunities for collaboration among
    student and faculty groups.
- Each provides a home to a logical collection of Academic Departments or programs – and also
  possibly to Centers, Institutes, or Academies – which
  o Deliver effective educational curricula through degree majors, minors, General Studies, or
    service courses to students;
  o Align with the MSU Denver Vision, Statutory Mission, and Strategic Plan;
- Each accomplishes functions and activities at least as effectively as already existing structure(s);
- Each must be responsive to any relevant regulatory issues from government(s), accrediting
  agencies, professional organizations, etc.; and
- Each must be fiscally sustainable and have the appropriate organizational capacity in terms of
  staffing and support, e.g., advising, physical space, equipment, etc..

Where they differ is as follows:
Normally, a School should house
- A small number of closely-related academic programs and faculty, or
- A single disciplinary academic program if being a school puts the program at a competitive
  advantage by aligning with national norms or if a naming opportunity requires the establishment
  of a school.

Schools with a single disciplinary academic program must reside in a college.

A College would offer more diverse programming through a collection of related disciplines, programs,
and departments; this could also include one or more schools.

Policies Governing Colleges and Schools
Colleges and Schools established under the Metropolitan State University of Denver name or using its
resources will
1. Be able to define its focus to on- and off-campus populations, including the identification of
   interdepartmental collaboration and connection to the MSU Denver mission.
2. Comply with the accompanying procedures for establishment, approval, operation, reporting, and
evaluation.
3. Conform to all federal, state, and University regulations related to fiscal management and practice, exercise fiscal accountability, and provide an annual report of activity and accounts.
4. Each College or School will be administered by a Dean or Director. The President or designee appoints the Dean or Director, after consultation with the search committee or the advisory board, if any, and the Provost. Deans and Directors shall, at a minimum, be expected to fulfill the following job responsibilities:
   a. Establish a College or School vision and goals which support the University mission;
   b. Prudent financial management of the College or School, ensuring fiscal stewardship;
   c. Assurance that the College or School operates in accordance with all relevant federal, state, and University laws, regulations, and policies;
   d. Appropriate consultation with the advisory board (if one exists);
   e. Preparation of an Annual Report for the immediate supervisor, the Provost and, if relevant, the Board of Trustees;
   f. Undergo individual personnel evaluation in accordance with campus policies and procedures.
5. Colleges and Schools are encouraged to establish advisory councils with community representatives.
6. Administration of finances of the College or School
   a. State support will be managed according to relevant campus budgetary policies and procedures;
   b. Any indirect funds (F&A) from grants for a College or School will be allocated and managed according to campus policies and procedures;
   c. Except for that portion from the state, budget will normally be handled through auxiliary funds or by the Metro State Foundation.
7. Establish a name in accordance with the MSU Denver naming policy.

Procedures for Establishing a New College or School
1. Establishment of a new College or School requires a proposal that responds to the following questions:
   a. **Statement of General Purpose/Rationale**
      i. Why is the new College or School needed?
         ♦ Please use this section to address the leadership role the proposed College or School would play in the creation and configuration of new knowledge or in addressing the needs of un- or underserved community constituencies.
         ♦ Please describe any other activities the College or School would promote that would add value to MSU Denver.
      ii. How will the new College or School serve as a campus or community resource?
      iii. Using the template provided, summarize how the proposed College or School compares to similar Universities with respect to purpose, administrative structure, proposed activities, accomplishments, and funding sources?
   b. **Statement of Mission Alignment**
      i. How does the College or School mission support the University mission?
   c. **Institutional Capacity and Resource Implications**
      i. What resources – personnel, physical, financial – are already present to support the creation and sustaining of the proposed College or School?
      ii. What additional resources – personnel, physical, financial – do you anticipate needing to support the creation and sustaining of the proposed College or School?
      iii. What plans, if any, are there for seeking support for the College or School from non-MSU Denver sources?
iv. What plans, if any, are there for generating internal revenues through self-support type programs?

v. What, if any, unique advantages does the campus have because of its geographic location, mission, or other characteristic/quality?

**d. Relationship to Other University Entities**

i. Which programs or administrative units will be included in the proposed new College or School? Describe the curricular advantages to becoming a College or School. Using the provided template, list the offerings to be delivered from the proposed College or School.

ii. What effect will the College or School have on existing administrative units academically, operationally, and financially?

iii. If the proposal is for a School, with what College does it seek association?

iv. How might academic units the “live” within separate Schools or Colleges but share common interests in delivering a curriculum related to economic clusters in the region – e.g., aerospace and advanced manufacturing – collaborate through a Center or Institute?

**e. Description of Organizational Administrative Structure**

i. What is the proposed organizational structure of the College or School?

ii. Will the College or School have an Advisory Council(s)? If so, why? Describe desired composition of members, e.g., how many external community members from which kinds of agencies, corporations, not-for-profits, governmental groups, etc.?

2. Proposal Review for Approval:

a. College or School initiators must send their formal proposal to a review committee designated by the Provost or President, who will review for completeness and make a preliminary recommendation within four weeks of the submission request. The review committee to be comprised of

   i. One Academic Dean,
   ii. One Council of Chairs Representative,
   iii. One Faculty Senate Representative,
   iv. One Classified Staff Representative,
   v. One Council of Administrators Representative,
   vi. One Enrollment Services Representative, and
   vii. Three faculty – one from each of the current Schools.
   viii. There should be no overlap with the proposing Departments.

b. The Provost or President must complete her/his determination within four weeks.

c. The final decision regarding establishment of a College or School resides with the Board of Trustees and the President of the University.