

**APC GUIDELINES FOR PROVIDING INFORMATION FOR UNIT MERGERS**  
(Beyond requirements in "Guidelines for the Submission of Proposals for New or Modified Academic Programs")

**JUSTIFICATION**

Include an introduction describing the overall rationale for the merge. Identify the programmatic and financial benefits of the merger to the University, UNL, and/or the State of Nebraska. The justification should describe the expected benefit or influence of the merger on individual merger partners. Explain why it is important that the proposed merger occur now.

**PLANNING**

Mergers should go forward with significant faculty input at every stage. Describe the planning processes that have been used to develop the proposed merger. Include the level of faculty input in the merger, and at what stage that input occurred. Include how college-level or interdepartmental input has been included. Describe procedures to obtain input from clients. Discuss how the merger relates to issues raised in the last two APRs for the respective units.

**PERSONNEL PLAN**

List all faculty members who will participate in the merger and specify to which units all faculty will be relocated when the merger has been completed. Describe the rationale on which these decisions were based. Approval of the merger process assumes that all tenured faculty will be retained.

Include the current and future appointments of each faculty member, i.e., percent research/teaching/extension/administration. Explain how individual assignments were developed for the merged unit. Describe the flexibility of faculty appointments, i.e., how will changes in appointments be evaluated in the future?

Describe the impact of the merger on staff structure and responsibilities. Describe what functions will be consolidated. Explain how staff functions will be assigned.

Explain the organizational structure of the merged unit, including any adjunct faculty. Explain if subunits will be created to represent individual faculty interests in the planning and management of the unit. Describe how subunit leadership will be selected and how administrative appointments/responsibilities will be determined.

Explain the promotion and tenure procedures of the existing units as well as the future procedures of the merged unit. Explain transitional policies to safeguard the rights of faculty that are not tenured and/or fully promoted. Consistency in tenure and promotion requirements must be maintained for faculty participating in the merger.

Explain the existing and future faculty evaluation procedures. Describe how those procedures will be used for promotion, tenure, and salary considerations.

## **INTEGRATION PLAN**

Provide a plan to integrate the merged units. Include the following items in the integration plan:

- A reasonably complete organizational chart for the merged entity.
- Short- and long-term leadership plans, including how unit leaders will be selected.
- Strategies to promote integration within the new unit.

Surveying faculty participants via a questionnaire is a necessary part of the merger process. The APC subcommittee will work with unit administrators to develop this survey. The survey responses will be sent directly to APC where answers will be collated and filtered for confidentiality. Results will be given to individual units and unit administrators.

Describe the impact of the merger on existing degree programs and current students enrolled in those programs. Discuss how some highly visible and successful areas in existing units will maintain their stature within the merged unit. Identify any unique functions of existing units that must be maintained in the merged unit. Explain how those functions will be managed in the new unit and how resources will be allocated to those functions.

Describe the perceived impact of the merger on other units not directly participating in the merger. Explain the relationship of the merged unit with other units within UNL and with external partners.

## **FINANCIAL AND FACILITY PLAN**

Provide a rough budget for the existing individual units and the combined entity. If financial benefits will be derived from the merger, clearly show how those savings will be derived.

Specify the physical location of the current individual units and the intended location(s) of the merged entity. Describe facility needs resulting from the merger as well as plans for vacated space.

## **REPORTING**

Notify APC early in the planning process so that an APC subcommittee can participate in relevant discussions between affected groups. Clearly indicate if the proposal is a preliminary or final proposal.

## **MERGERS VERSUS PROGRAM ELIMINATION**

Mergers of academic departments or units will not alter the tenure and rank status of faculty members. Any combination of existing units which does not protect the tenure and rank status of faculty should be viewed as a program elimination, unless financial exigency has been declared. All termination of faculty appointments by the institution must conform to the criteria established by the AAUP as previously adopted by the APC [October 17, 2002].