



THEC

New Academic Units Checklist

Policy A1.3 – New Academic Units

Per THEC Academic Policy A1.3 – New Academic Units, and in alignment with Tennessee Code Annotated § 49-7-202(q)(2)(A), a public community college or university seeking to establish a new academic unit shall submit a written request to THEC’s Executive Director including all of the information requested in the following checklist.

The request will be evaluated based on the following criteria:

- Feasibility of the new academic unit
- Alignment with the Tennessee State Master Plan for Higher Education and institutional mission
- Required investment for new and/or renovated facilities
- Overall costs associated with the new academic unit

Submissions must be complete and submitted via [Formstack](#).

New Academic Units Checklist

Approval Letter

- Include a letter from the Chief Academic Officer, or designee, confirming the new academic unit has received all necessary institutional/governing board approvals.

Implementation Date

- Provide the proposed date the new academic unit will be established.

Feasibility of the New Academic Unit

- Describe the new academic unit being requested.
- Identify all academic programs associated with the new academic unit including the Federal CIP Codes. This list should include academic degrees, certificates, and minors.

Alignment with the Tennessee State Master Plan for Higher Education and institutional mission

- Describe how the new academic unit will align with the Tennessee State Master Plan for Higher Education.
- Describe how the new academic unit will align with the Institutional Mission.

Required investment for new and/or renovated facilities

- Describe any new and/or renovated facilities that will be required.

Overall costs associated with the new academic unit

- Provide a summary of anticipated costs associated with the new academic unit.

Organizational Charts

- Provide an existing organizational chart and an updated chart which reflects the new academic unit.