This document must be submitted as a separate electronic document with the *NSHE Organizational Unit Name Change Form*. The *NSHE Organizational Unit Proposal Form* is used to propose a new organizational unit, center, institute, department, school, or college. Research-only units initiate a proposal through the Office of the Vice President for Research and Economic Development.

# General Information

|  |  |
| --- | --- |
| Proposed unit name: | Academic unit resides in: |
| Proposer name: | Campus phone: |
| Email address: | Date: |

# Items Required for Submission to be Complete:

1. Deans letter of support.
2. This coversheet (after all signatures are obtained, scan and submit electronically).
3. Completed [NSHE Organizational Unit Proposal Form](https://nshe.nevada.edu/wp-content/uploads/Academic-Affairs/Organizational_Unit_Proposal_Form-rev_Nov2018.docx), which must be submitted in Word format, and any supporting documentation.
4. Chair/Director approval (if this change is brought forward by anyone other than a chair/director).

# Signatures

|  |
| --- |
| Chair/Director Approval and Date: |
| Dean Approval and Date: |

# Dean Submits Electronic Documents to: [vpap@unlv.edu](mailto:vpap@unlv.edu)

# After approval, a Provost Alert, will be issued by the Office of the Executive Vice President and Provost.