

**2020-2021 Institutional review and approval timeline
for organizational change requests**

The institutional review and approval process for organizational changes (e.g., department name change, reorganization of a unit, creation of a unit, closure of a unit) begins with approval of the proposal by the faculty of a department, school or college. Upon approval by the department, school or college, the proposal is reviewed and approved by the University Council subcommittee on Academic Affairs and University Policies (UCAAUP), the University Council (UC), the President's Cabinet and the Board of Visitors. Upon approval of the Board of Visitors, proposals requiring State Council of Higher Education for Virginia (SCHEV) approval will be submitted according to the SCHEV Academic Affairs Policy for the approval of organizational changes at public institutions.

UCAAUP Submission Deadline	UCAAUP	University Council	President's Cabinet	Board of Visitors
Sept. 3, 2030	September 24, 2020	October 1, 2020	October 19, 2020	December 11, 2020
Oct. 8, 2020	October 29, 2020	November 5, 2020	November 16, 2020	December 11, 2020
Oct. 29, 2020	November 19, 2020	December 3, 2020	December 7, 2020	December 11, 2020
Jan. 7, 2021	January 28, 2021	March 4, 2021	February 8, 2021	February 25, 2021
Feb. 4, 2021	February 25, 2021	April 8, 2021	March 8, 2021	May 7, 2021
Mar. 11, 2021	April 1, 2021	May 6, 2021	April 12, 2021	May 7, 2021
Apr. 8, 2021	April 29, 2021	April 29, 2021	May 17, 2021	September 16, 2021

***Proposal may be presented at the President's Cabinet prior to the University Council to facilitate Board of Visitors review.**