

**2021-22 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.

<b>UCAAUP Submission Deadline</b>	<b>UCAAUP</b>	<b>University Council</b>	<b>President's Cabinet</b>	<b>Board of Visitors</b>
Sept. 2, 2021	Sept. 30, 2021	Oct. 7, 2021	Oct. 18, 2021	Dec. 9, 2021
Oct. 4, 2021	Oct. 28, 2021	Nov. 4, 2021	Nov. 8, 2021	Dec. 9, 2021
Oct. 22, 2021	Nov. 18, 2021	Dec. 2, 2021	To be determined	Dec. 9, 2021
Jan. 6, 2022	Jan. 27, 2022	Feb. 3, 2022	Feb. 7, 2022	Mar. 18, 2022
Feb. 3, 2022	Feb. 24, 2022	Mar. 3, 2022	Mar. 7, 2022	May 13, 2022
Mar. 3, 2022	Mar. 31, 2022	Apr. 7, 2022	Apr. 11, 2022	May 13, 2022
Apr. 4, 2022	Apr. 28, 2022	May 5, 2022**	May 2, 2022**	May 13, 2022

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