

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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COLLEGE DEPARTMENTS  
Procedure No. 11-01 (B)  
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Effective November 1, 2007

- (1) A proposal for departments to merge or for a department or departments to be dissolved may be initiated in writing by any employee and submitted to the cabinet member who oversees the employee's department.

Proposals shall include specifics regarding positions that would be impacted, budget adjustments that would need to be made, and any proposed changes in department names in the case of proposed mergers.

- (2) Written proposals will be reviewed by the cabinet member or members who oversee the impacted departments, in consultation with the supervisors in the chain of authority of the impacted departments.
- (3) Cabinet members shall advance to the President within sixty (60) days of receipt of such proposals their recommendation to pursue or not pursue the proposed merger or dissolution.
- (4) Budgets for a newly created department or for a new merged department shall be established during the college's operating budget process.

*Last Effective Date: October 15, 1985 (procedure rescinded and replaced with current procedure)*