Introduction

Organizational change is a complex process that involves numerous systems and moving pieces across many areas including HR, Finance, and Information Technology. This document will assist units in understanding how to go about ending a U1, the responsibilities of the unit(s) requesting the closing, and information on the importance of deciding where the ended U1 will point to in the History structure.

Applicability

These guidelines apply to all units across the University as they relate to the ending of a U1. However, these guidelines in no way are intended to supersede the Academic Governance process.

Ending a U1

Ending a U1 requires appropriate approval(s) from the appropriate Dean/Unit Head(s), the Director of the Office of Planning and Budgets (OPB), and in some instances, the proper Executive Vice President, Academic Governance, and the President. The different approvals required varies depending on whether the unit requesting the change is a degree granting college/unit/Neighborhood Student Success Collaborative (NSSC, formerly the Undergraduate University Division) or a non-degree granting unit. See Appendix A: Illustrative Approval Process for Changes to Organizations at the U1 Level or Above for more information.

Once approvals have been received, the requesting organization(s) meets with the Organization Planning Group. This meeting serves as a time to talk through the process of closing the U1 with staff from the Office of Planning and Budgets (OPB), HR, Finance, and IT. At this time, responsibilities are defined, a timeline for the closing is discussed, and options regarding historical mapping of the closing unit are presented.

Jointly Administered U1s

Please note, for a jointly administered U1, each Major Administrative Unit (MAU) the U1 reports to must be involved in the approval process and meeting with the Organization Planning Group.

Required Approval(s)

- Non-Degree Granting Units: The Dean/Unit Head from the MAU(s) requesting to close a U1 must first approve the request at which point, staff should e-mail the appropriate OPB staff who will seek approval from the Director of OPB to move the request forward to the appropriate Executive Vice President for approval. Upon receiving approval, OPB staff will contact the requesting unit to schedule a meeting with appropriate staff to begin the process of closing the unit.
• Degree Granting Colleges/Units and the Neighborhood Student Success Collaborative (NSSC, formerly the Undergraduate University Division-UUD): The requesting MAU(s) must first contact the appropriate executive, and follow the Academic Governance process, which may include required approval by the President, or the Board of Trustees for direction on closing an academic unit. Please see Appendix A: Illustrative Approval Process for Changes to Organizations at the U1 Level or Above for more information.

Once approval has been obtained through the proper process, the Dean/Unit Head(s) of the requesting organization(s) should contact OPB, and include proof of approval (an e-mail from the proper executive or an attachment in an e-mail is acceptable form of approval) to start the process of closing the unit. The Director of OPB will be notified that the request, with appropriate approvals, has been received and at this time, a meeting with the Organization Planning Group and appropriate staff from the requesting MAU(s) will be scheduled, which begins the process of closing the unit.

To contact OPB staff responsible for OOI, please send an e-mail to orgchng@msu.edu

Meeting with the Organization Planning Group

Once a request to close a U1 has been received by OPB with accompanying required approval, staff in the organization(s) responsible for closing the unit meet with the Organization Planning Group. This is a multi-disciplinary workgroup that includes representatives from OPB, Finance, HR, and IT/Security that meets with units across campus, as requested, to help walk them through the organization change process. This meeting is held to discuss the reasoning behind the desired change(s), outline what tasks the unit must complete before organization is closed, such as removing people, roles, accounts, and assets, discuss historical mapping, and discuss a timeline.

Clearing the Unit of People, Roles, Accounts, and Assets

One of the key responsibilities of staff in the organization(s) requesting to close the U1 is to ensure any people, associated roles, accounts, and assets are cleared from the unit prior to closing. Anything remaining in the unit will delay its closing. People, accounts, and assets may be moved to a currently active unit whereas roles may be ended via an ARM form.

Mapping Ending Units in the History Structure

When ending a unit, it must be mapped in the History structure. This allows for improved trend reporting and allows for historical matching to accepted university totals. To do this, units that are closing must be mapped to either:

- **Active Organizations**: an organization that is currently active. An ended or closed unit may be mapped here if people, roles, accounts, or assets from it were absorbed by an active organization, but not truly ended.
**Active Placeholder Organizations:** an organization created for the purpose of holding data for units that have truly ended and people, roles, accounts, and assets have not been absorbed by an active organization. An Active Placeholder Organization is available for every Major Administrative Unit (MAU) and Vice President (VP). These organizations are recognizable as their names start with DISC.

For more information on the History structure and implications for mapping closing units, please see Appendix B: Implications for Choosing Where to Map a Closing Organization” on page 5 of this document.

**Timetable and Timeframe for Closing U1s**

Once an approved request to close a U1 is received by OPB, unless it is an emergency request initiated by executive management, it may take up to 4 months to close in OOI, though it is typically much sooner. This is due to various factors, some of the most common being the availability of staff from the unit/organization requesting the closure to meet with the planning group, the ability for any remaining people, roles, accounts, and assets to be moved or ended, and decisions to be made regarding historical mapping.

However, since OOI is the system of record and interfaces with numerous other systems across campus (such as KFS and SAP) as the fiscal year ends and the new one begins, many of these systems are being utilized for year-end activities and reporting. From mid-May to mid-June as year-end processes begin, only urgent requests to end a U1 and those initiated by executive management are accommodated. However, from mid-June to September, OOI functions, such as ending U1s, may interfere with these systems and produce inaccurate reporting. Therefore, closures are typically not completed during this time unless the request is initiated by executive management.

Furthermore, the annual raise process takes place from early September through October. During this time, certain OOI actions, including the ending of U1s, may be unavailable, unless requested is initiated by executive management.
**Appendix A: Illustrative Approval Process for Changes to Organizations at the U1 Level or Above**

Below is general information on the approval process for various types of org changes. If you have specific questions about the approval process for your particular unit and change requested, please contact OPB for further assistance. **Please note, the approval process for organization change in no way supersedes decisions made by the appropriate executive, Academic Governance, the President or the Board.** All questions relating to the creation, moratorium, or ending of academic programs should continue to be directed to the proper resource.

Note: The * indicates that for University centers and institutes, approval must be granted by the Vice President for Research and Graduate Studies.

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<tr>
<th>Order of Required Approvals for Organizational Changes</th>
<th>1. Dean/Unit Head</th>
<th>2. OPB</th>
<th>3. Provost/EVP*</th>
<th>4. Academic Governance</th>
<th>5. President</th>
<th>6. Board of Trustees</th>
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<td>Editorial Name Change, U1 or above (Non-Degree Granting Unit)</td>
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**Academic Programs**

| Creation/Moving/Merging/Splitting/Moratorium/Ending of a U1 or above (Degree Granting College/Unit & Neighborhood Student Success Collaborative) | ✔️ | ✔️ | ✔️ | ✔️ | ✔️ | ✔️ |
Appendix B: Implications for Choosing Where to Map a Closing Organization

There are implications for how data will appear in terms of reporting depending on where a closed organization is mapped to in the History structure. If a closing organization is mapped to a currently active organization:

- Data about the ending organization will be combined with data in the active organization. However this is only intended for reporting purposes and not daily transactional data; and
- If the active organization that has closed units mapped to it in the History structure ends and becomes historical itself, new mapping will have to be decided as a historic organization cannot have units mapped to it.

However, if choosing to map a closing organization to an active placeholder organization:

- Data from the closing organization will be combined with data from the other closed organizations that are also mapped to that active placeholder; and
- Placeholder organizations have no data of their own.