Department/Program/School of.......................

Proposal to.......................

1. Description of the nature and purpose of the relevant unit.
2. Instructional expectations, if applicable.

C. Staffing expectations (include CVs for any current staff to be associated with this unit), including their departmental assignment(s).

D. Proposed departmental affiliations and relationships with other existing units.

E. Plan for governance, if applicable.

F. Budget details, including plans for reallocation of existing monies and sources of new monies, and including any anticipated revenues.

G. A relevant resolution, including a "Resolved" paragraph specifying the name of the entity, the name of the college (Hunter College), and the effective date. The resolution statement must be followed by an "Explanation" paragraph. The Explanation should briefly describe the entity, purpose and mission.