**LETTER OF NOTIFICATION – 2A**

**ESTABLISHMENT OF ADMINISTRATIVE UNIT**

(Center, Division or Institute offering primary faculty appointments or certificate/degree programs)

1. Institution submitting request: University of Arkansas Fayetteville

2. Contact person/title: Dr. Terry Martin, Vice Provost for Academic Affairs

3. Telephone number/e-mail address: (479) 575-2151/tmartin@uark.edu

4. Proposed Name of Academic Administrative Unit:

Department of Occupational Therapy

5. Proposed Location:

 University of Arkansas Fayetteville and UAMS Northwest Regional Campus

6. Distance of proposed unit from main campus: 1 miles between campuses

7. Reason for proposed action:

This proposal is to create a Department of Occupational Therapy (OTD) as a new administrative unit within the College of Education and Health Professions (COEHP) at UAF. The OTD degree on the UAF campus was temporarily placed in the Department of Health, Human Performance and Recreation (HHPR) in order to provide an administrative structure for approval processes associated with new program development. The degree program, reflected in the organizational chart as a program embedded in HHPR was approved by the Board of Trustees in September 2016 and the Arkansas Coordinating Board of Higher Education in October 2016. Establishing OTD as a new administrative unit will support faculty appointments, strategic planning, and facility management that is consistent with the accreditation standards of the American Occupational Therapy Association (AOTA).

8. Mission and role for proposed unit:

The Doctor of Occupational Therapy (OTD) is a post-baccalaureate professional practice degree approved by the Arkansas Department of Higher Education in October, 2016. This education program located at the University of Arkansas-Fayetteville (UAF) and University of Arkansas for Medical Sciences (UAMS) Northwest Regional campus in Fayetteville is designed to maximize the educational and professional experiences of students seeking an advanced practice degree in Occupational Therapy that will meet the workforce needs within the region, state, and nation.

9. Provide current and proposed organizational chart.

Current Organizational Chart

Proposed Organizational Chart

10. Provide copy of e-mail notification to other institutions in the area of proposed location.

Email Notification was sent to the Occupational Therapy Department Chairs at the University of Central Arkansas and Arkansas State University in Jonesboro. These are the two other OTD programs offered in Arkansas. (See Attachment A)

11. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date: March 19, 2018

Board of Trustees Approval or Notification Date: May 24, 2018

Chief Academic Officer: James S. Coleman Date: March 12, 2018