

Procedures for the Creation of Undergraduate Major and Graduate Programs

I. General Guidelines:

All department(s) involved in or affected by the development of a new program must receive notification from the proposing department. The chairperson of the department initiating the program proposal must notify the chairpersons of all other departments involved in or affected by the new program. The departmental curriculum committees of those departments must review the proposed program. The chairpersons of all affected departments and the chairpersons of those departments' curriculum committees must sign the Request for Program Approval Form (Request Form) to acknowledge review of the proposal.

1. After receiving approval by the Dean of the appropriate College and the Vice President for Academic Affairs, the Request Form proceeds to the Senate Curriculum and Instruction Committee or Graduate Studies Committee for consideration. After approval by the appropriate Senate committee, the Request Form proceeds to the full Senate for consideration.
2. No more than 5 working days should elapse between the time when each reviewer approves the program proposal and the time when the packet is forwarded to the next recipient, as described below.
3. Prior to offering the approved program, all courses to be offered during the program's first year and all other required courses must be fully approved. The responsibility for verifying that these courses are fully approved before the first offering of a newly created program is the responsibility of the chairperson of the Senate Curriculum and Instruction Committee or Graduate Studies Committee and the Vice-President for Academic Affairs. Exceptions may be requested in writing, and accompanied by a rationale, by the Dean of the College hosting the proposed program, to be evaluated by the Vice President for Academic Affairs, in consultation with the University Senate Executive Committee.
4. See the attached flowchart and Request for Program Approval Form.

II. Instructions: *Required actions are indicated in bold, italic typeface.*

In preparing a Program Announcement (PA) for a new degree program, the Faculty Member(s) or Academic Officer(s) initiating the program (Proposer) must adhere to the structure outlined in the current *Academic Issues Committee Manual* of the NJ Presidents' Council (see Section A.3.a Required Documents—Program Announcement.) With permission and appropriate financial support, the Proposer and the sponsoring department may enlist the services of an internal or external individual to provide

technical assistance with the preparation of the PA. Please note that this individual assists only in the development of the proposed program and PA, and does not perform the services of the independent External Consultant described in step 11, below, and on page 2 of the *Academic Issues Committee Manual* of the NJ Presidents' Council. Please also note that the PA need not be accompanied by Course Proposal documents at this point. However, the PA must include course and curriculum descriptions, as well as statements of institutional need, objectives, market and resources for the program. The Proposer also prepares a Request for Program Approval form (Request Form; See attached). The PA undergoes internal and external review processes.

A. Internal Review.

1. ***The Proposer submits the Request Form and PA to the Departmental Curriculum Committee of the host Department*** for review and approval. (*When the proposed program will be hosted by a department that is not yet constituted, the College-wide Curriculum Committee/Subcommittee will commence the review of the PA—skip to 4.)
2. Upon approval by the Departmental Curriculum Committee of the host Department, ***the Departmental Curriculum Committee Chairperson signs and within 5 days submits the Request Form and PA to the Chairperson of the host Department*** for review and approval.
3. Upon approval by the host Department, ***the Department Chairperson signs and within 5 days submits the Request Form and PA to the College-wide Curriculum & Instruction Committee*** for review and approval.
4. Upon approval by the College-wide Curriculum & Instruction Committee, ***the College-wide Curriculum & Instruction Committee Chairperson signs and within 5 days submits the Request Form and PA to the Senate Planning, Development & Budget Committee*** for review and approval.
5. Upon approval by the Senate Planning, Development & Budget Committee, ***the Senate Planning, Development & Budget Committee Chairperson signs and within 5 days submits the Request Form and PA to the Dean of the host College*** for review and approval.
6. Upon approval, ***the Dean of the host College signs and within 5 days submits the Request Form and PA to the Vice President for Academic Affairs*** for review and approval.
7. Upon approval, ***the Vice President for Academic Affairs signs the Request Form and within 5 days submits the Request Form and PA to the Senate Curriculum & Instruction Committee or Graduate Studies Committee*** for review and approval.
8. Upon approval by the Senate Curriculum & Instruction Committee or Graduate Studies Committee, ***the Senate Curriculum & Instruction Committee/Graduate Studies Committee Chairperson signs the Request Form and within 5 days submits the Request Form and PA to the University Senate President*** for review and approval by the University Senate.
9. Upon approval by the University Senate, ***the Senate President signs the Request Form and within 5 days submits the Request Form and PA to the Vice President for Academic Affairs.***

B. External Review.

10. Upon receipt of the internally approved PA and Request Form, *the Vice President for Academic Affairs:*
 - 1) *Sends a copy of the PA and a letter summarizing the proposed program to the 55 NJ College and University Presidents* for comment;
 - 2) *Sends the PA to an independent External Consultant to review the PA and prepare an evaluative report, according to guidelines contained in the Academic Issues Committee (AIC) Manual.* (See Appendix d—Consultant Report Guidelines);
 - 3) *Prepares a resolution to be brought before the Board of Trustees for approval;* and
 - 4) *Signs and retains the Request Form.*
11. Upon receipt of: 1) Any comments from any of the College and University Presidents within the 30-day comment period; 2) The External Consultant's report; and 3) Notice of Board of Trustees' approval of the program, *the Vice President for Academic Affairs signs the Request Form to acknowledge receipt of these documents and within 5 days forwards the PA, External Consultant's report, Institutional Response, and New Program Checklist to the AIC and the NJPC* for approval.
12. Upon approval of the PA by the AIC and the NJPC, and upon receipt of the fully approved Course Approval documents for all required courses and all first-year courses, which together comprise a minimum of one-half of all program requirements, *within 5 days the Vice President for Academic Affairs signs the Request Form*, to indicate that the approval of the proposed program is complete. *The Vice President for Academic Affairs indicates the earliest start date for the program on the Request Form.*