New Major Program Proposal Path

to follow System Policy Document (RPD) 4-12.

I. Pre-Authorization: Notice of Intent

1. Department develops a plan for a new major program and the Department Chair forwards the plan to the College Curriculum Committee.
2. The appropriate college-wide Curriculum Advisory Committee reviews and responds to the department chair with their recommendations.
3. If approved by the College, the Department Chair forwards the plan to the Academic Planning Council, APC.
4. APC reviews the plan and if appropriate, recommends to the Faculty Senate.
5. Faculty Senate reviews, votes on the plan, and if approved forwards it to the Vice Chancellor.
6. Vice Chancellor of Academic Affairs reviews the plan and if in agreement writes a letter to System as well as all other campuses announcing the “Pre-Authorization” request.
7. The Vice Chancellor responds to any comments submitted by other campuses to try and reach consensus. System will mediate as needed if a consensus cannot be reached.
8. Associate Vice President (AVP) of the UW System Administration Office of Academic, Faculty, and Global Programs Affairs (AFGP) will approve or deny the request for preauthorization within 10 working days after comment period. System will notify the Vice Chancellor in writing of decision made.
9. Vice Chancellor notifies Department Chair.

II. Authorization (to be completed within 5 years)

1. Department Chair develops Authorization Proposal and recommends to College Curriculum Committee.
2. The appropriate college-wide Curriculum Advisory Committee reviews and responds to the department chair with their recommendations.
3. The Department Chair sends the Authorization Proposal to at least two outside experts for review. The experts submit a written review to the Department Chair prior to review by APC.
4. The Department Chair incorporates all comments and changes and forwards to APC as appropriate.
5. APC reviews the proposal and after their second reading forwards their recommendation to the Faculty Senate. (After their first reading, APC sends the proposal to UUCC/Grad. Council, and UABC for review.)
6. Faculty Senate reviews APC’s recommendation and if appropriate recommends to Vice Chancellor.
7. Vice Chancellor reviews the proposal and if appropriate approves all documents and writes a letter to System requesting recommendation by the AVP of AFGP to the Board of Regents for approval.
8. If approved by the AVP, the Vice Chancellor, Dean and Department Chair or representative presents the proposal to the Board of Regents.

III. Implementation Phase

Vice Chancellor notifies the AVP of AFGP when the new program is implemented (to be accomplished within 5 years of authorization approval).

NOTE: All proposals for Interdisciplinary major programs are to be processed through all department/college committees that will be involved in delivering the program.

10/10/12