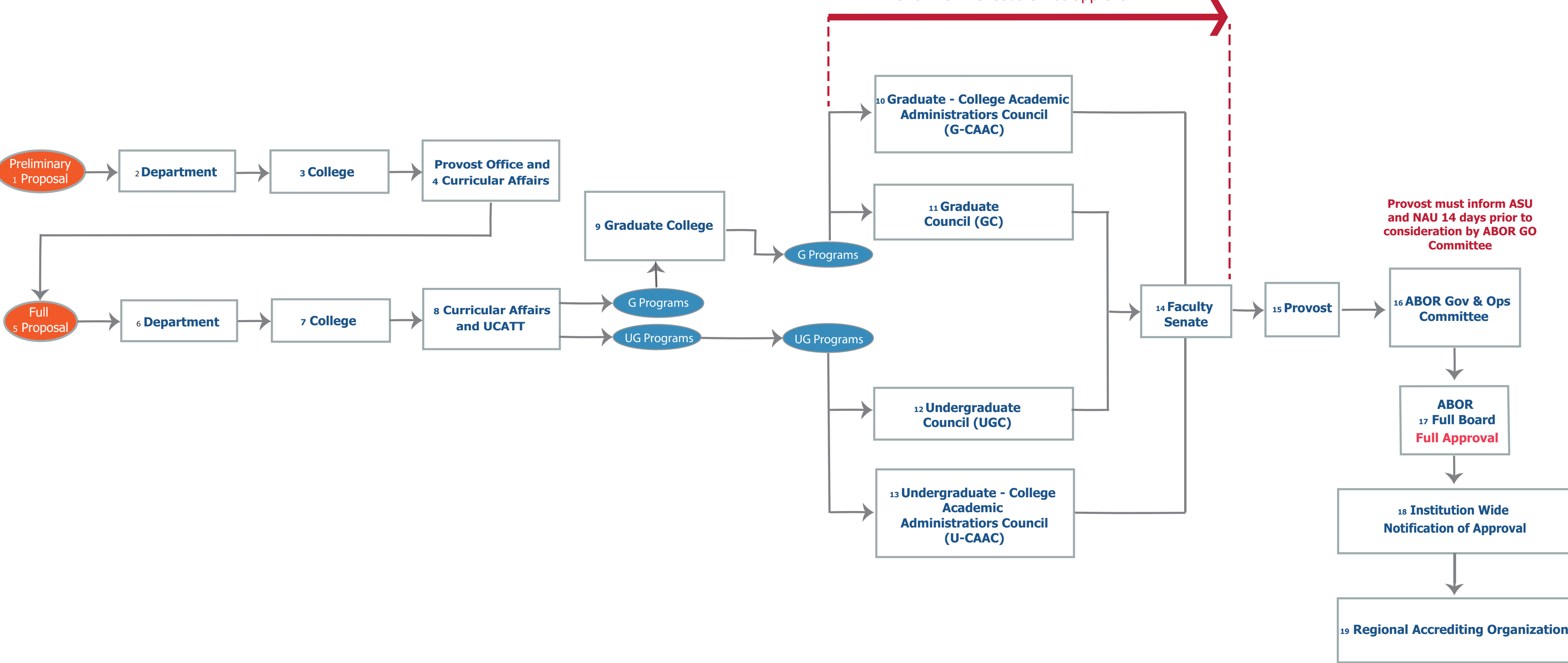


Academic Program “Major” Approval Process



30 Day Campus Review Period
 Includes 10 day open comment period, review by Faculty Governance Councils and Administrative Councils, and final Provost’s Office approval.



Appendix: Approvals of Modified and New Academic Program Proposal Processes

1. Preliminary Proposal: Early vetting and review of a four-page preliminary proposal in order to provide feedback and advice to new program proposers, prior to their submission of a full proposal.
2. Department: Reviews academic standards, market demand, duplication and synergies across departments, policy compliance, resources, and accreditation.
3. College: Reviews academic standards, market demand, duplication/synergies across campus/colleges, policy compliance, resources, accreditation, and business case
4. Provost Office/Curricular Affairs: Reviews for policy compliance, accreditation, learning outcomes, duplication/synergies, curriculum verification (substantial changes)
5. Full Proposal: Composed of approved preliminary proposal, additional information form (curriculum and learning outcomes), budget sheet, peer comparison, course use form, market letters of support; used to provide information as requested by all faculty governance committees involved in review as well as provide comprehensive details about proposed program.
6. Department: see item 2. Department reviews a full proposal to grant approval.
7. College: see item 3. College reviews a full proposal to grant approval.
8. Curricular Affairs and [University Center for Assessment, Teaching & Technology](#) (UCATT): CA reviews full proposal for compliance of all details in item 4. UCATT works with proposing faculty on assessment. Their team collaborates with instructors and programs to develop and implement effective learning outcomes, create comprehensive assessment plans that align course and program objectives, and utilize student feedback to guide meaningful course improvements. They also contribute to provide opportunities for instructors to reflect on and evaluate their teaching practices and course design.
9. Graduate College: Reviews academic standards consistent with graduate education, policy compliance (University of Arizona and Graduate College), resources (staff and graduate faculty), and duplications/synergies.
10. Graduate College Academic Administrators Council ([GCAAC](#)): The College Academic Administrators Council (CAAC) is primarily a body to review academic programs, policies and procedures and other issues that relate to academic administration.
 1. Evaluation and review of proposals for new programs of study policies and substantial modifications of existing programs and policies. As defined by the Senior Vice Provost for Academic Affairs and the Strategic Planning and Budget Advisory Committee (10/21/15), CAAC is charged with identifying overlap with existing programs and courses, and with considering the financial implications, both in terms of impact on existing programs as well as the viability of the proposed option.
 2. Serve as a liaison and advisory body linking University Governance Committees with

University Administration.

3. Provide a forum for discussion of shared college administrative concerns across the university.

11. [Graduate Council \(CG\)](#): The Graduate Council provides a forum in which matters of concern to graduate education are discussed and the mission of the Graduate College fulfilled. The Council works with the Graduate College to review, establish, and update policies affecting graduate education. Among its roles, the Council is a part of the University process for creating or changing graduate degree programs in the planning and implementation stages. The Council recommends and reviews the policies and procedures of the Graduate College, including but not limited to admission requirements, degree certification, graduate teaching and research assistantships and recommends priorities for graduate education and supports efforts to achieve them. All instruction, curriculum, and policy action items approved by the Graduate Council are forwarded to Provost's Council and the Senate Executive Committee before advancing to the Faculty Senate for approval.

12. Undergraduate Council (per the [Constitution of the General Faculty](#)): The Undergraduate Council reviews all undergraduate curricular action items forwarded from academic units, colleges, auxiliary units, the University-wide General Education Committee, any General Faculty Standing Committee or Senate Standing Committee or ad hoc committee. Actions other than modifications to existing majors, options, minors, degrees, certificates or programs of study go forward for review by Provost's Council, and the Senate Executive Committee before advancing to the Senate for approval.

The Academic Programs Subcommittee deals with the creation, deletion, suspension or modification of undergraduate academic units, majors, options, minors, degrees, certificates, and programs of study. Curriculum and academic policies issues may also be reviewed by this subcommittee as needed or as time permits.

The Curriculum/Policies Subcommittee deals primarily with all aspects of undergraduate curriculum and academic policies recorded in the General Catalog, including creation, revision, and deletion of academic policies pertinent to instruction, majors, options, minors, degrees, transfer credits, general education, academic progress, and requirements for graduation. Academic program issues may also be reviewed by this subcommittee as needed or as time permits.

13. Undergraduate College Academic Administrators Council (UCAAC): see item 10, this group addresses all undergraduate programs.

14. Faculty Senate ([per Article VII. of the Constitution of the General Faculty, Faculty Senate, Section 1](#)): The Faculty Senate is the legislative body responsible to the General Faculty.

Actions of the Faculty Senate may be appealed to the General Faculty by petition, under the provisions of the Bylaws Article III, within eleven class days of the date under which Faculty Senate minutes reporting such actions were distributed to the General Faculty.

As described in the [Faculty Senate Bylaws](#): Article VIII: The Faculty Senate

"a) To recommend curricula and degrees for approval. While matters pertaining to courses, major and minor requirements, the kinds of degrees and requirements for each will originate in the various colleges, the final formulation which is to be recommended to the Board of Regents shall be determined by the Faculty Senate."

Article VI: University Wide Committees with Shared Governance Participation

Lists Shared Governance Review Committee, University Committee on Corporate Relations (UCCR), Naming Advisory Committee, Undergraduate Council, University wide General Education Committee, Graduate Council, Strategic Planning and Budget Advisory Committee's (SPBAC), and University General Petitions Committee

Functions of the Faculty Senate include: 1) To recommend to the Board of Regents curriculum and degrees for approval. Matters pertaining to the kinds of degrees, as well as courses, and major and minor requirements, originate in the various colleges; 2) To formulate and/or recommend approval for policies stated in official University catalogs; 3) To establish committees to assist in carrying out functions assigned to the Faculty Senate in the Constitution and Bylaws of the General Faculty; 4) To liaison with the President of the University, administrators, faculty, staff, and students; 5) To recommend policy concerning academic conduct of students; 6) To recommend policies concerning promotion, tenure, continuing status, and sabbatical leaves (and any other leaves of absence; 7) To act upon nominations for recipients of honorary degrees, which may be proposed by one or more of the College Faculties; 8) to make recommendations relative to general University policies and procedures; 9) To discharge responsibilities assigned by the Constitution and Bylaws of the General Faculty; 10) To act upon matters brought for consideration in accordance with the Constitution and Bylaws of the General Faculty and existing University policy; 11) To execute such other functions as are consistent with the Constitution and Bylaws of the General Faculty.

15. Provost's Office: Approval by Chief Academic Officer (or designee).

16. ABOR [Governance and Operations Committee](#):

A. Purpose: advances University academic quality and student success as well as university operational efficiency, cost management, and financial stability.

D. Committee Responsibilities - The committee provides oversight and direction on:

1. Academic quality, academic programs, including General Education programs, university academic organizations and campus locations
2. University accreditation and federal compliance
3. Student affordability, accessibility, and student cost to attend an Arizona public university Intercollegiate athletics
4. Student safety, satisfaction, and educational experience
5. University student recruitment and admissions, including community college transfer articulation
6. University budgets and finances Tuition, fees and other revenues
7. Capital planning, projects and debt
8. Real estate leases, acquisitions, sales, and development
9. University affiliated entities and foundations Information technology planning and projects
10. University medical education, health affairs and sciences
11. University technology transfer, commercialization, and operations
12. University research activities and research parks
13. University use and expenditure of Technology Research and Initiative Funds, and
14. Government and community relations.

17. [ABOR Full Board](#): The Arizona Board of Regents is responsible for governing the public universities under its jurisdiction as set forth in the Arizona Constitution and in Arizona statutes. It employs and determines the terms of employment and expectations for the Presidents of the universities and the Executive Director of the Board. The Board is responsible for setting tuition

and fees. The Presidents of the universities and the Executive Director of the Board (Enterprise Executive Committee) are responsible for the management of the institutions under the jurisdiction of the Board, as set forth in Board policy, and subject to applicable law.

18. Institution Wide Notification of Approval: campus wide memo of approval for the new academic major gets issued by the Vice Provost and sent by Curricular Affairs.

19. Regional Accrediting Organization, [WSCUC](#): The institution's Accreditation Liaison Officer (ALO) will be responsible for submitting Substantive Change Requests for all new programs through WSCUC's Substantive Change process via WSCUC's Accreditation Management Portal (AMP). Requests for new programs should be submitted 6-9 months prior to anticipated implementation to assure a review can be accommodated if required. This is especially needed in a case where a pre-implementation visit may be required.