

Procedures for Building a New Doctoral/Professional Program

Step 1: Notify the [Director of Academic Reports and Curriculum](#) of your intent to develop a new program prior to completing any forms.

- An initial meeting will be scheduled to discuss the process, forms, and documentation required for the submission of a request for a new program.
- Please ensure that your college dean is aware of your plan to develop a new program before this meeting is held.
- The Director of Academic Reports and Curriculum will inform the Provost of the request and schedule a required, initial meeting with the following individuals:
 - Graduate School Dean
 - College Dean
 - College Associate Dean (who works with curriculum/academics)
 - Department Chair
 - Program Director
 - College Administrative Officer
 - Vice Provost for Curriculum Effectiveness and Improvement
 - Director of Academic Reports and Curriculum
 - College Representatives (as needed)
- Proposed interdisciplinary programs that span multiple colleges should include representatives from all relevant colleges in this initial meeting.

Step 2: Planning Notification

- Required for all new programs
- Work with Director of Academic Reports and Curriculum to complete the Planning Notification
- Planning notification will be submitted to the THECB and UT System as soon as possible after the initial meeting.
- Planning notification for doctoral and professional programs must be submitted a minimum of one year before submission of the full proposal.

Step 3: Budget Template

- Should be completed by the College Administrative Officer
- Prior to advancing the budget template for internal review, seek administrative input from the Department Chair and College Dean.
- Submit budget spreadsheet to Provost for review prior to review by University Budget Committee
- Provost will consult with Vice President for Business Affairs about costs and whether a review by the University Budget Committee is necessary.
- Provost will work with the college dean to schedule a review of the budget spreadsheet by the University Budget Committee
- Review and approval of the budget must be completed before the full proposal can be submitted to the President and UT System.
- Step 3 and Step 4 (below) should be worked on concurrently
- *Although not required, it is strongly recommended that the budget be approved before the new program proposal is presented to the Undergraduate Curriculum Committee.*

Step 4: Work with Director of Academic Reports and Curriculum to prepare proposal (Duration: program dependent*)

- Complete Request for a New Doctoral or Professional Degree Program

Step 5: Submit full proposal for internal review (Duration: 3 months*)

- Extended Dean's Council Review (Deans, Vice Provosts, Vice President of Research, Vice President of Business Affairs, Associate Vice President of planning, Director of Library)
 - Presentation and discussion led by program director, chair, and Academic Dean
 - Provost solicits written input from all participants (following presentation)
 - Ratings and input on each major topics (need, academics, faculty & resources)
 - Alignment with UTEP's mission and strategic plans(s)
 - Relevance and connections to existing or planned doctoral programs
- Submit proposal to Director of Academic Reports and Curriculum for review
- Submit to college curriculum committee for review after proposal has been reviewed by the Director of Academic Reports and Curriculum
- College will forward approved proposal to the Director of Academic Reports and Curriculum for addition to the Graduate Council agenda.
- Proposal to Graduate Council for review and approval
- Action Report will be generated after Graduate Council meeting and forwarded to the Provost and President for signatures
- Upon receipt of signed Action Report, the Director of Academic Reports and Curriculum will advance the proposal to the UT System for approval.

Step 6: Submit for external review and approval

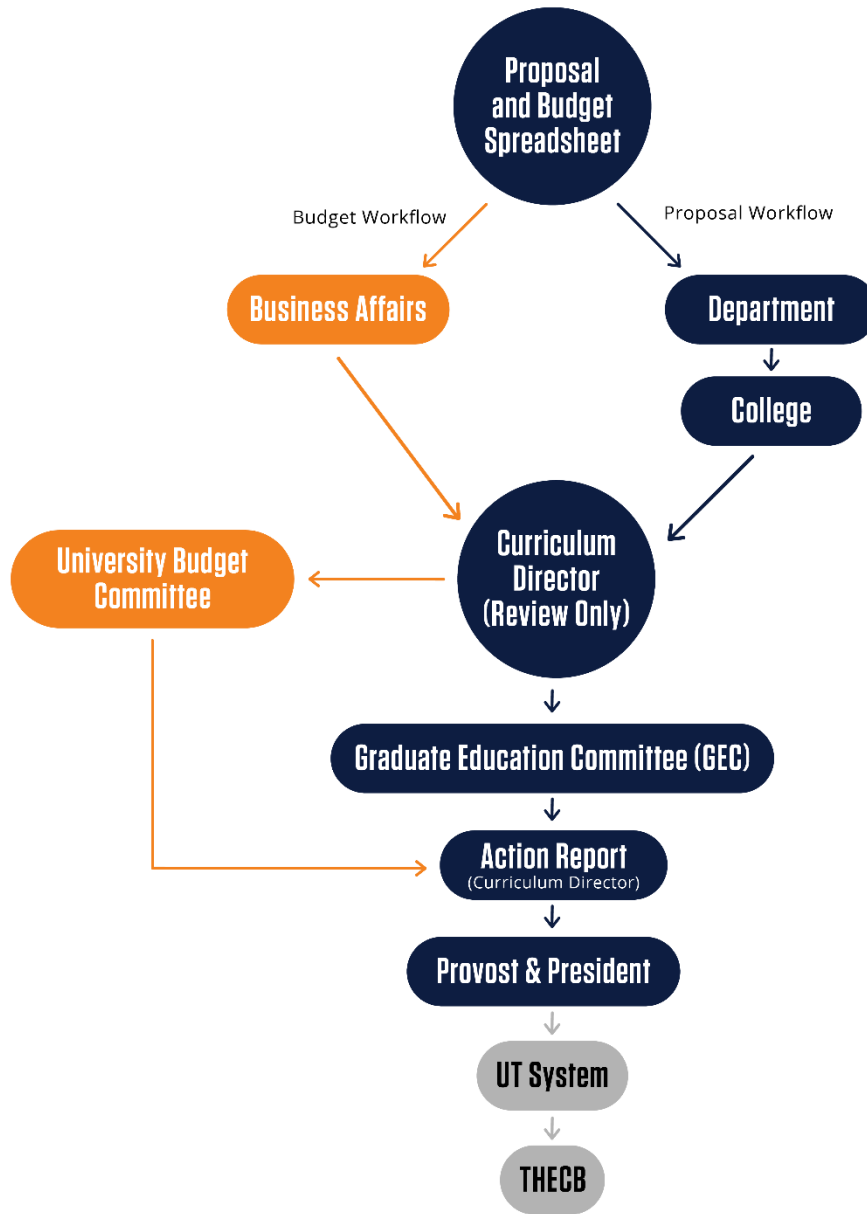
- UT System Board of Regents review and approval (Duration: 4-5 months*)
- THECB review and approval (Duration: 6-9 months*)
 - Staff review
 - THECB staff make recommendation to the Assistant Commissioner
 - Doctoral and Professional program proposals require THECB Board approval

Step 7: SACSCOC approval

- Prospectus must be submitted by January 1 for programs due to start the following fall.
- Prospectus must be submitted by July 1 for programs due to start the following spring.
- While waiting for UT System and THECB approval, work with Vice Provost for Curriculum Effectiveness and Improvement to develop prospectus for SACSCOC

**Approval timeline is an estimate – Timeline can be affected by multiple factors such as time of year submitted, staff workload, etc.*

New Doctoral/Professional Program Proposal Process



UT System and THECB Board Meetings

Due to UTS	UTS BoR Meeting	THECB Board Meeting
Aug 1	November	January
Nov 1	February	April
Feb 1	May	July
May 1	August	October