



## Building a New Bachelor's Program Procedures

### Step 1: Review the following to determine the contents of your proposal.

- UT System's Proposing New Programs
  - Determine whether a Request for Planning Authority is required. (Only required if the program is within the College of Engineering and the cost of over 5 years is greater than \$2M)
- THECB Standards for Bachelor's and Master's Degree Programs
- New Bachelor's and Master's Degree Program [Certification Form](#)
- New Bachelor's or Master's Degree Program [Full Request Form](#)
- [Budget Template](#)

### Step 2: Inform the [Director of Academic Reports and Curriculum](#) of this request prior to the development of the full proposal and the development of the Request for Planning Authority.

- The [Director of Academic Reports and Curriculum](#) will inform the Provost of the request and schedule a required, initial meeting with the following individuals:
  - College Dean
  - College Associate Dean for Curriculum
  - Chair
  - Program Director
  - CAO
  - Vice Provost for Curriculum Effectiveness and Improvement
  - Director of Academic Reports and Curriculum
  - Representatives from all relevant colleges
    - Proposed interdisciplinary programs that span multiple colleges should include representatives from all relevant colleges in this initial meeting.

### Step 3-5: Request for Planning Authority

(Only required for programs that are projected to cost more than \$2M in the first five years or are within the College of Engineering)

### Step 3: Work with [Director of Academic Reports and Curriculum](#) to prepare the Request for Planning Authority form.

- Complete [Preliminary Authority Request form](#).
- Prior to advancing documents for internal review, seek administrative input from the following individuals on preliminary authority request and budget spreadsheet.
  - Department Chair (if applicable)
  - College Dean

**Step 4: Submit request for internal review of Planning Authority. (Duration 1 to 3 months\*)**

- Submit Request for Planning Authority and budget spreadsheet to [Director of Academic Reports and Curriculum](#).
- College dean requests that Provost schedule review of Planning Authority proposal by Deans' Council.
  - Presentation and discussion led by program director, chair, and the college dean the 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 plan(s)
    - Relevance and connections to existing or planned programs of the same discipline

*Note: Deans' Council review is required only for programs that are projected to cost more than \$2million in the first five years of the program. Programs that are expected to cost less than \$2 million go directly to budget review.*

- Provost to schedule meeting with college dean to Discuss feedback from Deans' Council and next steps (e.g., request for external review).
- Provost to consult with Vice President for Business Affairs about costs and whether a review by the University Budget Committee is necessary.
- President to review.

**Step 5: Submit request for external review of Planning Authority. (Duration 3 to 5 months\*)**

- UTS Board of Regents' approval
- UTS notifies THECB of approval
- THECB acknowledges receipt

**Step 6-9: Creation and Review of Full Proposal**

**Step 6: Work with Director of Academic Reports and Curriculum to prepare proposal. (Duration program dependent\*)**

- Complete Proposal for a New Bachelor's or Master's Degree Program [Full Request Form](#).
- Complete New Bachelor's and Master's Degree Program [Certification Form](#).
- Update and revise the budget spreadsheet developed during the Request for Planning Authority.

**Step 7: Meet with Vice Provost for Curriculum Effectiveness and Improvement to discuss SACSCOC prospectus.**

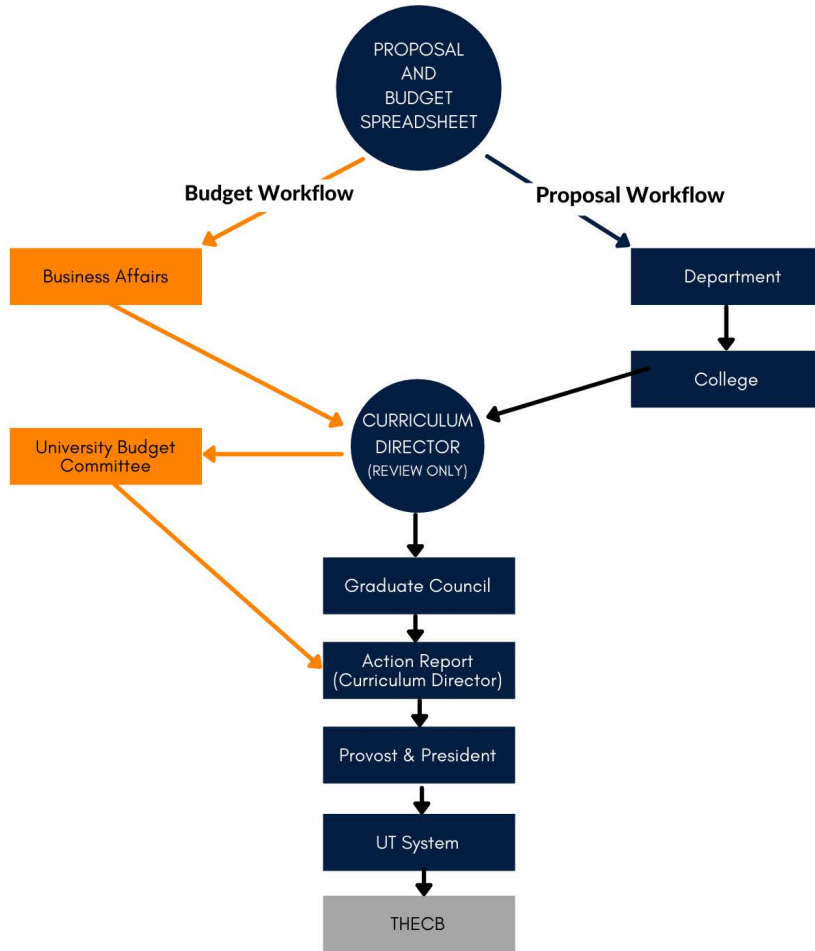
**Step 8: Submit for internal review of full proposal. (Duration 2 months + 1 month for public notification\*)**

- Submit proposal and budget spreadsheet to [Director of Academic Reports and Curriculum](#).
- Budget Review: University Budget Committee.
  - The 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 submission to the President and UT System.
- Academic Review: This review focuses on the program proposal, but the budget spreadsheet must be advanced along with the program proposal.
- Prior to college curriculum committee review, submit proposal and spreadsheet to [Director of Academic Reports and Curriculum](#) and [Vice Provost for Curriculum Effectiveness and](#)
  - Submit for college curriculum review.
  - Undergraduate Curriculum Committee (UGCC) review.
    - Approved proposal will be forwarded to Faculty Senate for approval
  - Faculty Senate must approve proposal when presented at the meeting and at the subsequent meeting must approve the minutes containing the proposal approval.
    - Action Report will be generated from Faculty Senate meeting once budget has been approved and forwarded to the Provost and President for signatures.
    - Upon receipt of signed Action Report, Provost's Office will notify Texas public institutions of higher education within a 50 mile radius (EPCC and TTUHSC) of intent to offer the program (this adds 30 days to the process to allow time for comments before the proposal can be advanced to the UT System).

**Step 9: Submit for external review and approval.**

- UTS Board of Regents' approval (Duration 4-5 months\*)
- THECB review (Duration 1-3 months\*)
  - Staff review
  - THECB staff make recommendation to the Commissioner
  - If Commissioner approves, recommendation made to the THECB Board

## New Graduate Program Proposal Process



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.

New Program Type	Planning Authority			Full Proposal			
	Authority Required	UTS Admin Staff Approves Planning Authority	BoR Approves Planning Authority	UTS Admin Staff Approves Full Proposal	BoR Approves Full Proposal	THECB Staff Approves Full Proposal	THECB Approves Full Proposal
Bachelors ≤\$2M	No	n/a	n/a	Yes	No	Yes	No
Bachelors >\$2M	Yes	Yes	No	No	Yes	Yes	Yes
Masters ≤\$2M	No	n/a	n/a	Yes	No	Yes	No
Masters >\$2M	Yes	Yes	No	No	Yes	Yes	Yes
Engineering Bachelors ≤\$2M	Yes	Yes	No	Yes	No	No	Yes
Engineering Bachelors >\$2M	Yes	Yes	No	No	Yes	No	Yes
Engineering Masters ≤\$2M	Yes	Yes	No	Yes	No	No	Yes
Engineering Masters >\$2M	Yes	Yes	No	No	Yes	No	Yes
Doctoral & Professional Degrees	Yes	No	Yes	No	Yes	No	Yes
*2M over the first five years of the program							

### 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

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