



## **Building a Doctoral/Professional Program Procedures:**

### **Step 1: Request for Planning Authority**

#### **Seek administrative input and guidance (Duration: program dependent)**

- Review:
  - [UT system Program Proposal site](#)
  - [THECB New Programs Request Website](#)
  - Texas [Administrative Code](#) for Doctoral Programs
  - [Characteristics of Doctoral Programs](#)
  - [Preliminary Authority Request](#) (Planning Authority)
  - [Proposal for a Doctoral Program form](#) (review this to see what must be done once planning authority is approved)
  - [Budget Spreadsheet](#)
- Inform Dean of Graduate School, who will schedule a required initial meeting with the following individuals and inform the Provost:
  - Graduate School Dean
  - College Dean
  - College Associate Dean for Curriculum
  - Chair
  - Program Director
  - CAO
  - Vice Provost for Curriculum Effectiveness and Improvement
  - Director of Academic Reports and Curriculum.
  - Note: Proposed interdisciplinary programs that span multiple colleges should include representatives from all relevant colleges at the initial meeting.

#### **Prepare Documents (Duration: program dependent + 1-2 months for reviews by Business Affairs, College Dean and Dean of Graduate School)**

- Work with Graduate Dean and Director of Curriculum and Academic Reports to prepare the request for Planning Authority (Duration: program dependent)
  - Use [Preliminary Authority Request form](#) from the UT System website
    - Critical elements in proposal: need, cost, quality, duplication
    - Program's relevance to UTEP's mission and UTEP/College strategic plan(s)
  - Primary sections of Planning Authority Proposal
    - Program Description: Describe proposed program, discuss accreditation (if applicable), review related & supporting programs (e.g., master's and/or doctoral programs in same department), and other doctoral programs at UTEP that might be impacted by proposed program

- Need: analyze job market for graduates, discuss student demand, provide enrollment projections, and discuss similar programs in region (Texas, New Mexico, Arizona)
  - Resources: faculty and staff, facilities, library holdings, student financial support, and other areas critical to the success of a high-quality doctoral program
    - Current resources that will be “re-allocated” to proposed program (e.g., faculty FTE, TAs, endowments to support program/students, etc.)
    - Requested resources
      - Include plan for paying tuition for PhD students (new PhD proposals)
- [Budget Spreadsheet](#)
  - Work with Graduate Dean, Graduate School CAO and College CAO to develop budget spreadsheet (copy [Director of Academic Reports and Curriculum](#) on correspondence)
  - Start working on this once major parts of the Planning Authority document are sufficiently developed to allow budget estimates.
  - Graduate Dean will forward budget spreadsheet to Business Affairs for review (this review is to verify that the spreadsheet is in the correct form and is ready to submit for the budget review, see below)
- Prior to advancing documents for internal review, seek administrative input on planning authority and budget documents.
  - Department Chair (if applicable)
  - College Dean
  - Dean of the Graduate School

### **Internal Review (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 Dean’s Council
  - Presentation and discussion led by program director, chair, and College 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 plan(s)
    - Relevance and connections to existing or planned doctoral programs
- Provost
  - Provost will schedule meeting with college dean and graduate dean to discuss feedback from Dean’s Council and next steps (e.g., request external review).
  - Provost will consult with Vice President of Business Affairs about costs and whether a review by University Budget Committee is necessary
- President

### **External Review and Approval (Duration: 3 to 5 months)**

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

## **Step 2: Creation and Review of Full Proposal**

### **Review Requirements:**

- [THECB New Programs Request Website](#)
- Texas [Administrative Code](#) for Doctoral Programs
- [Characteristics of Doctoral Programs](#)
- [Proposal for a Doctoral Program Full Request form](#)

### **Work with Graduate Dean and Director of Academic Reports and Curriculum to Prepare Proposal (Duration: program dependent)**

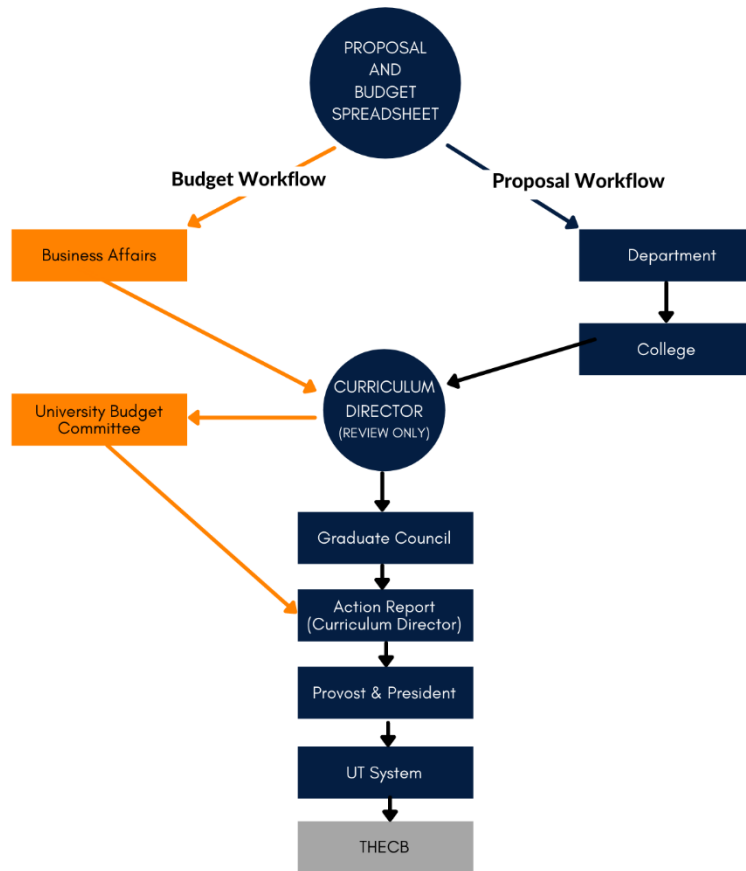
- Use the [Proposal for a Doctoral Program Form](#) located on the THECB Proposal website
- Update and revise the Budget Spreadsheet developed during the Request for Planning Authority

### **Meet with [Vice Provost for Curriculum Effectiveness and Improvement](#) to discuss SACSCOC prospectus**

#### **Internal Review (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
  - This review focuses on the budget spreadsheet that has been reviewed and approved by Business Affairs
  - 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 budget by University Budget Committee must be completed before submission to 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 to [Director of Academic Reports and Curriculum](#) and [Vice Provost for Curriculum Effectiveness and Improvement](#).
- Submit for college curriculum review
  - After college approval will be forwarded for addition to the Graduate Council agenda
- Graduate Council review
  - Action Report will be generated from GC 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 TTHSC) 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)

### **External Review**

- UTS Board of Regents' approval (Duration: 4-5 months)
- THECB Review (Duration: 6-10 months)
  - Staff Review
    - Staff recommendation to Commissioner whether to proceed with a site visit

- If Commissioner approves, THECB staff work to find external reviewers and to schedule a site visit at the institution
- Site visit by THECB staff and external reviewers
- Written report after site visit
- UTEP response to site visit report
- THECB staff make recommendation to the commissioner
- Commissioner decides if the proposal goes to Committee on Academic Workforce and Success (CAWS) and THECB Board Agenda
- CAWS approval
- THECB Board approval