

# Steps for Building a New Bachelor's 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:
  - 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.

## **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 for new program (Duration: program dependent\*)**

- Complete Request for a New Bachelor's Degree Program with less than 50% new content  
OR
- Complete Request for a New Bachelor's Degree Program with 50% or more new content

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

- Submit proposal to Director of Academic Reports and Curriculum for review
- After review by Director of Academic Reports and Curriculum submit proposal to college curriculum committee for review
- College will forward approved proposal to the Director of Academic Reports and Curriculum for addition to the Undergraduate Curriculum Committee agenda.
- Proposal presented to Undergraduate Curriculum Committee for review and 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 second Faculty Senate 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 review and approval (Duration: 30-60 days\*)
- THECB review and approval (Duration: 6-9 months\*)
  - Staff review
  - THECB staff make recommendation to the Assistant Commissioner
    - Programs with less than 50% new content require Assistant Commissioner approval (Duration: 30-60 days)
    - Programs with 50% or more new content require Commissioner approval (Duration: 60-90 days)
- 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 UTS 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 Undergraduate Program Proposal Process

