**New Undergraduate Program Proposal**

**Program name:**

**Proposers:**

**Date:**

**PROCESS OVERVIEW**

New program proposals are accepted on a rolling basis and reviewed by UAB each semester (generally in early November and early March) for inclusion in the academic catalog for the following academic year. A submission in the fall offers somewhat more lead time for those who wish to get an early start on the process. Specific deadlines will be announced on an annual basis. Please submit this form to UAB@clarku.edu.

The following questions are intended to help those proposing a new academic program present the program to UAB with as much clarity as possible, and to help UAB make an informed recommendation. Depending on the nature of the program proposed (major, minor, concentration), not all sections may apply. You are encouraged to contact UAB with any questions, as well as to contact the appropriate dean(s) and department chairs in advance for their insight and suggestions.

Please note that there is a separate process for the approval of new courses. If a new program proposal relies heavily upon the creation of one or more new courses, please submit the new course proposals separately and note them in your new program proposal.

The normal process that UAB undertakes with respect to proposals for new programs is as follows:

1. Once the formal proposal is received, UAB undertakes a preliminary review.
2. UAB will then respond to those proposing the new program with any questions (requests for additional information, clarifications, etc.)
3. Those proposing the new program may be asked to respond to those points in writing (and provide a revised proposal if appropriate) and will likely be invited to attend the UAB meeting at which the response / revised proposal is discussed. UAB will then decide whether to recommend the proposal, reject the proposal, or return it for further revision.

This process usually takes one full semester, so faculty should plan accordingly. Submission in the fall offers somewhat more flexibility.

Approval of your proposal by UAB is followed by a review by PBR of the program’s budget implications. Final approval of the proposal by the Provost is also required. Once these approvals are confirmed, a new program can be added to the University catalog and is available to student declarations the following fall.

1. **General Considerations**
2. In a sentence or two, please describe the proposed program.
3. Is this an interdisciplinary program? If so, please list the participating departments. Or does the program have a home department?
4. What is the proposed timeline for launching the program?
5. What is the initial target enrollment? Will this increase over time?
6. **Academic Rationale**
7. Briefly explain what motivates the proposers to develop this new program.
8. How is Clark positioned to offer a successful program in this area?
9. What advantages will this program bring to students and the University? For example, will it attract a different set of students? Will it complement an area of strength or institution-wide initiative (eg, LEEP or one of the focus areas of the Strategic Framework)?
10. Are there similar programs or majors already being offered at Clark? If so, how is this new program different? Does the new program offer any specific benefits to existing programs offered at Clark?
11. Do other colleges or universities offer programs in a similar area? If so, what are the typical criteria for this program at other institutions?
12. Will this program rely on any courses not offered at Clark? (For instance, will it require students to study abroad, or take courses in the consortium? If yes, please elaborate.)
13. **Academic Program and Standards**
14. Please describe the curricular requirements for the program as they will appear in the Academic Catalog:

* How many credits/units would be required?
* What are the required core course(s)?
* How many courses are required at what level and of which type?
* Which courses will count as electives?
* What is the capstone requirement?
* If this is an interdisciplinary program, how are courses from multiple departments structured into the curriculum?

1. Are any new courses needed for this program? If so, please identify the courses as well as the instructors.

*(As a reminder, new course proposals should be submitted separately, via Acalog, by the deadline listed on the New Course Proposal form.)*

1. For courses already listed in the catalog that are *required* for the new program:
   1. How often have they been offered in the past, and at what enrollment?
   2. How often will they be offered going forward, and at what enrollment?
   3. Is there space in the courses to accommodate new students?
2. Please provide a potential four-year class schedule for a student participating in the new program (see attached blank grid). Be sure to include the Program of Liberal Studies courses in your schedule. If there is more than one track within a proposed new major, please provide a potential schedule for each track.
3. **Faculty Participation and Program Leadership**
4. Include a list of faculty who have agreed to be affiliated with the new program.
5. Please describe any additional workload for the affiliated faculty members (e.g. advising, mentoring, research supervision, internship supervision).
6. Will this change the teaching commitments for any affiliated faculty? (E.g. teaching specific courses more often and/or at the expense of other courses, developing new courses, receiving a course release for administrative responsibilities.) If so, please include evidence of support from their department chair.
7. Who will direct the new program initially and then over the next five years?
8. Will there be a program Steering Committee?
9. Who will provide administrative support to the program director?
10. **Resources**

*Note: The allocation of University resources will need to be approved by the provost with input from PBR. To streamline this process and avoid delays, proposers are advised to reach out to PBR and share the following information with them as appropriate.*

1. Beyond permanent administrative staff, what kind of financial resources are needed to support the program, and where will they come from? This includes:

* Administrative costs (including marketing, ongoing program support, advising, etc.)
* Events funding
* Student prizes or fellowships
* Funding for faculty and student research
* Student workers

1. Will a course release be requested for the director or chair?
2. What physical space is required for the program and is that space currently available (where)?
3. What resources (financial, reputational, or other), might this bring to Clark?
4. Will this have a resource impact on other undergraduate programs or the graduate school (especially the Accelerated Degree Program)?

**Appendix A**

Blank grid for showing potential course schedules for the proposed new program (please include course numbers and titles for specific classes; use “[…] elective” for program electives (e.g. Shark-wrangling Elective 1); use VE, FA, AP etc… for PLS courses; for general electives please leave a blank space. If a course fulfills more than one requirement (for example, required for the new program and a GP) please indicate such. Add additional copies as necessary.

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