

PROPOSED REVISION: Chapter 2

Academic Degree Programs

The University of Maine 120-Day Process for Approval of New Academic Degree Programs

I. Undergraduate and Graduate Degree Programs and Advanced Certificates of Study

Program Request Phase

Stage 1

The college or unit in which the proposed academic degree program will be housed deliberates upon it according to procedures approved by that college or unit. As part of these deliberations, the unit will consult with campus Office of Institutional Research and Assessment to evaluate the market feasibility for the proposed program.

Stage 2

The sponsoring college or unit files with the Provost a written description and rationale for the new program in 250 words or less (i.e., a Program Request). The Provost informs the Faculty Senate President and the Program Creation and Reorganization Review Committee (PCRRC) chair.

Stage 3

The Provost reviews the Program Request and responds to the originating unit with intention to either recommend or reject. If recommended, the Provost sends the Program Request electronically to the Vice Chancellor for Academic Affairs (VCAA) and the Chief Academic Officers Council (CAOC). If rejected, the Provost should include their rationale in the response to the unit.

Stage 4

According to BOT Program Approval policy **305.1, Step 1.c** (2019), "Except under extenuating circumstances, formal response from a Provost Office and the VCAA office regarding the CAOC recommendation should occur within two weeks."

Full Program Proposal Phase

Stage 5

The sponsoring college or unit completes the proposal, along with a list of at least three potential external reviewers (name, address, telephone number, and email address). According to BOT policy **305.1 step 2**, "the program proposal must address the following areas:

- a. Program objectives and content
- b. Evidence of program need (to include the detailed findings of the market analysis conducted in consultation with campus or UMS institutional researchers, or other relevant programmatic information)
- c. Program resources and total financial considerations
- d. Program evaluation"

Stage 6

The sponsoring college or unit files the proposal with the Provost's Office for review, and copies their Dean. The unit shall also provide the proposal to the chair of the Undergraduate Program Curriculum Committee (UPCC) for undergraduate degree programs, or the Associate Vice President for Graduate Studies for the Graduate Board (GB) for graduate degree programs, as well as the chair of the PCRRC of the Faculty Senate for review and recommendations. These recommendations should typically be provided to the Provost within 60 days.

Stage 7

The Provost reviews the comments of the UPCC or GB and the Faculty Senate and forwards it to the Provost's Council for their review and recommendation. Depending on the outcome of these reviews, the Provost will either return it to the originating unit or recommend to the President.

Stage 8

The President either returns the proposal to the Provost for further consideration or submits it for review and comment by the University of Maine Board of Visitors (BOV) Academic/Student Affairs Committee.

Stage 9

The President considers the recommendations of the Board of Visitors and either returns the proposal for modifications (or withdrawal) or submits the proposal to the UMS Chancellor's office.

University of Maine System (UMS) Evaluation Phase

Stage 10

The Chancellor's Office acknowledges receipt of the proposal and distributes it to the CAOC.

According to BOT policy 305.1 Step 3,

"The CAOC will collectively evaluate and discuss the proposed program at the first available CAOC meeting. In some instances, and on the basis of CAOC input, the VCAA may seek external reviews of a program proposal (e.g., instances in which major questions of program relevance, content, or demand have been raised in the CAOC). After CAOC review, the VCAA has five action options:

- a. forward the proposal with a recommendation for approval to the Chancellor;
- b. refer the discussion of the program proposal to the President's Council;
- c. seek external review from disciplinary experts;
- d. return the proposal to the originating university with specific critiques and suggestions for revision; or
- e. return the proposal to the initiating university with specific written rationale for its rejection."

Stage 11

The Vice Chancellor for Academic Affairs forwards the reviews by the CAOC, and outside evaluators if applicable, to the University of Maine President.

Stage 12

The sponsoring unit, on behalf of the University of Maine, responds to concerns of CAOC, and external reviews if applicable.

Stage 13

The University of Maine System Board of Trustees acts on the proposal. Notification of their action is then sent to the University of Maine President. Copies of the notification are then sent to the sponsoring unit, appropriate college dean, and appropriate associate provost and/or vice president.