Opening Process Document Final Draft
As submitted April 1, 2010

Introduction
When considering the procedure for opening an academic program or department of instruction, it should be remembered that this is a collaborative process involving not only the appropriate area faculty and relevant administrators, but also the University community as a whole. This process will require careful, timely consideration and possible response from students, faculty, faculty committees, and administrators. Anyone involved should form opinions and make decisions based on the established criteria for evaluation. Before any program is opened, notice will be given to and approvals obtained from the various accrediting agencies of the appropriate college, school, or the University as a whole, and the University should proceed in a way that will not jeopardize any accreditations. The Provost may extend the deadlines in this process only for extenuating and exceptional circumstances.

For purposes of this document, academic program or department of instruction will be referred to as program, with its academic leader referred to as chair.

I. INITIATION OF THE REQUEST FOR OPENING NEW PROGRAM:
The Request to Review a proposal for opening a new program may be initiated only by three faculty members, the dean(s) of the appropriate school or college, or the Provost.

A. The Request to Review a proposal for a new program must be made in writing, include a substantive rationale for the opening of the new program, based on the established criteria adopted by Stetson University for program approval, including appropriate key indicators, and be accompanied by any other supporting documentation.

B. Copies of the Request for opening new programs must be sent, if appropriate, to the chair of the department where the program would be housed, the college/school curriculum committee (for those colleges/schools that have curriculum committees), the dean of the appropriate school or college, the UCCAP, and the Provost.

II. PROCESS FOR REVIEWING PROPOSAL FOR OPENING NEW PROGRAM

A. Program Review Committee
   After the Request for Review of a new program proposal has been received, the appropriate dean will initiate the creation of the Program Review Committee.

1 The College of Law will modify the policy as necessary to comply with accreditation standards.
1. **Composition of the Program Review Committee:** In the College of Arts & Sciences, the School of Business Administration, and the School of Music, the Program Review Committee will consist of a total of five faculty members, one of whom will be from the library faculty. Two members of the PRC will be appointed by the Dean of the appropriate college/school. The faculty senate will appoint two, including the librarian member. One member will be appointed by the faculty proposing the program.

2. **Duties of the Program Review Committee:**
   
a. The Program Review Committee (PRC) will review the criteria for program opening (including appropriate key indicators), meet with those faculty who would be involved in the new program, if any, and collect data and receive input from those faculty, specifically using the stated criteria and key indicators as a guidelines.

b. The Program Review Committee will request a written statement from the appropriate college/school curriculum committee detailing how the new program will affect the college/school and the school/college curriculum committee’s recommendation regarding approval of the new program.

c. As part of the review, any faculty from the college or school in which the program is to be housed may submit documentation to the Program Review Committee either supporting or opposing the program’s creation, including supporting documentation from experts in the subject area.

d. Within 60 days from the date of the original Request for Review, the Program Review Committee will consider all of the above information and make a recommendation to the faculty of the college/school in which the program is to be housed and to the UCCAP. The Program Review Committee may recommend that the program be approved, that the program be approved but with modifications, or that the program not be approved.

B. **Procedure if the Program Review Committee Determines that the Program Should be Approved as Proposed or Approved but Modified**

1. If the Program Review Committee recommends that the program under review should open, the PRC will present this recommendation, a written rationale for the recommendation, and a plan for opening the program to the faculty of the college/school in which the program is to be housed. Faculty in this college/school will vote on the
recommendation and the results of this vote are forwarded to the UCCAP. The method of notification of college/school faculty and mechanism for the faculty vote (e.g., via email, at a regular faculty meeting, at a specially called meeting) are left to the discretion of the PRC.
A. The opening plan must discuss the applicability of the opening criteria to the program.
B. The opening plan must also discuss any impact the opening of a new program will have on existing faculty and make recommendations as to how the affected faculty will be accommodated (teaching loads, etc.).

2. If the Program Review Committee recommends that the new program should be approved, but with modifications, the Program Review Committee shall draft recommendations for modification in consultation with any faculty where the new program will be housed. The modification plan shall address the reasons stated in the original Request for Review as reasons for opening the program. The recommendations for modification shall be forwarded to the faculty of the college or school for a vote on the recommendation. The method of notification of college/school faculty and mechanism for the faculty vote (e.g., via email, at a regular faculty meeting, at a specially called meeting) are left to the discretion of the PRC. The modification plan and the results of the vote are forwarded to the UCCAP.

3. The UCCAP, after reviewing the recommendation of the PRC and the results of any vote of the college/school faculty, may send the request back to any point in the procedure for further review, more information, or clarification.

4. Within 30 days of the date that the recommendations of the PRC and faculty were forwarded to it, the UCCAP, after considering all the recommendations and information brought to it, will forward its recommendation to the Provost for final action along with the PRC report and supporting documentation and the results of the faculty vote.

C. Procedure if the Program Review Committee Determines that the Program Should Not be Approved

1. If the Program Review Committee’s recommendation is that the proposed program not be approved, the PRC, in its report, must discuss the applicability of the opening criteria to the program. The PRC’s recommendation and report are forwarded to the faculty of the college/school for a vote on the recommendation. The method of notification of college/school faculty and mechanism for the faculty vote (e.g., via email, at a regular faculty meeting, at a specially called
meeting) are left to the discretion of the PRC. The PRC report and the results of the faculty vote shall be forwarded to the UCCAP.

2. The UCCAP, after reviewing the recommendation of the PRC and the results of any vote of the college/school faculty, may send the request back to any point in the procedure for further review, more information, or clarification.

3. Within 30 days of the date that the recommendations and report of the PRC and faculty were forwarded to it, the UCCAP, after considering all the recommendations and information brought to it, will forward its recommendation to the Provost for final action along with the PRC report and supporting documentation and the faculty vote.

IV. Final Action

A. Within 15 days of receiving the UCCAP recommendation, the Provost may accept it or send it back to the PRC for further review, information, or clarification. If the recommendation is sent back for any reason, the time for additional review, information gathering, or clarification shall not exceed 30 days before the Provost makes the final decision.

B. Once the Provost makes the final decision, the Provost will work with the appropriate dean to implement the recommendation(s) for opening the new program.

C. All University faculty must be informed of the approval of the new program and given the rationale for its opening.