

Process for Review of New and Substantially Revised Program Proposals¹

Preliminary Process

- New program idea vetted and supported by college faculty and leadership
- Brief concept paper² created by initiator shared with Dean

Pivotal Review Stages

1. The **review process** from concept paper to approval by the President and Provost/Sr. VPAA usually takes at least 18 months.

2. **Concept Paper:** While extensive documentation is not needed (not more than 5 pages), this concept paper should describe the goals of the proposed program; how the program fits with RIT's mission and strategic directions; specific curricular linkages with other academic programs and associated interdisciplinary connections.

Review by Dean and Provost/Sr. VPAA

Review by Council of Deans

Feedback information may require looping through the process.

New Program **Full Proposal** (including cost model) prepared

College and Institute Formal Review

Review by Department Curriculum Committee

Review by College Curriculum Committee

Review by Dean

Review by Provost/Sr. VPAA and Council of Deans
(Executive Summary of Proposal presented)

Review by Intercollege Curriculum Committee
or
Graduate Council
(provide copies of full proposal to each committee member)

Reviewed by October 15

Budget/Space/Resource review
(Provost/Sr. VPAA, VP F&A, VP EMCS)
Programs must be included in the RIT budget hearings for 5-year budget approval

Review by Academic Senate
(provide Executive Summary for members of Senate and 2 copies of full proposal)

Final Review by Provost/Sr. VPAA

By January 31

Incremental budget approval through RIT annual budget process

February – March

Approval by President and Provost/Sr. VPAA

Review and registration with NY State Education Department

Advertise and recruit students

