1. **Concept Paper:** While extensive documentation is not needed (usually not more than 5 pages), the concept paper should:
(a) Describe the goals of the proposed program;
(b) Describe how the program fits with RIT’s mission and strategic directions;
(c) Indicate specific curricular linkages with other academic programs and associated interdisciplinary connections;
(d) Discuss marketability and future sustainability of program based on input provided by Enrollment Management and Career Services;
(e) Describe the impact of the proposed new program on the unit and college. Specifically, address how the development of this program uses resources already assigned to the academic unit/college (space, faculty/staff, etc.) and the plan for reorganization or re-allocation of resources.

2. **Public Vetting:** When the concept paper is ready for review, it should be posted for two weeks to the Provost’s Academic Program Management website with a call for comment by the RIT community. Comments should be made utilizing the website electronic feedback option. Among other things, the purpose of community input is to identify potential synergy and/or overlap between the proposed program and other programs in the same college and different colleges or units across campus. In addition, in order to further engage the RIT community, the initiator is encouraged to provide an appropriate opportunity for a public forum where questions and comment regarding synergy and overlap can be discussed.

3. **Summary of Community Feedback:** Following the public vetting stage, the initiator should summarize and include all feedback with final concept paper submission to Provost for review and direction.

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**Process for Review of New and Substantially Revised Program Proposals**

(Concept Paper review to approval by the President and Provost/Sr. VPAA typically takes at least 18 months)

1. **Concept Paper**
   - New program idea vetted and supported by college faculty and leadership
   - Brief concept paper created by initiator, shared with Dean and vetted following 3 steps outlined here (suggested concept paper template follows this flowchart).

2. **Review and Direction from Provost**
   - The Provost will provide direction to the initiator(s) on the concept paper. Prior to this, the Provost will bring the concept paper to the Council of Deans for discussion if Provost deems necessary or if one or more of the Deans calls for such a discussion.

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

4. **College and University 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)

5. **Review by Intercolleges Curriculum Committee or Graduate Council**
   - (provide copies of full proposal to each committee member)

6. **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

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

8. **Final Review by Provost/Sr. VPAA**

9. **Incremental budget approval through RIT annual budget process**

10. **Approval by President and Provost/Sr. VPAA**

11. **Review and registration with NYSED**

12. **Advertise and recruit students**

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**By January 15**

**By January 31**

**February - March**
I. Title/Department/College

II. Abstract (0.5 page)

III. Description of the New Program
   a. Overview and justification of new program (1 page)
   b. Summary of new program curriculum (1 page)

IV. Fit with RIT Mission and Strategy (0.5 page)

V. Synergy with Other Programs (0.5 page)

VI. Administrative Structure for the New Program (0.5 page)

VII. Enrollment Management Expectations and Sustainment (0.5 page)

VIII. Impact on Resources (0.5 page)

IX. Conclusion

X. Summary of Community Input and Response to Input
   (This information is added following the public vetting and prior to review by Provost)