

STAGES IN CURRICULUM REVIEW PROCESS (June 2009)

- **New Program Proposals**
- **Substantially Revised Current Program Proposals**

Stage 1: Conceptual Review (new)

Ideas for new (or significantly changed) programs are normally generated by faculty members, faculty committees, department and program chairs. Once a new program idea has been vetted and embraced by college faculty and leadership, a brief concept paper (no more than 5 pages) will be prepared. While extensive documentation is not expected, the 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.

The Dean(s) will share the concept paper with the Provost and with the Council of Deans and assess the appropriateness of the proposed new (or significantly changed) program from an institute-level perspective, particularly with respect to its alignment with RIT's mission and strategic directions and opportunities for synergy with other academic programs at RIT. If in the view of the Provost and Council of Deans, the proposal has sufficient merit, the Provost will recommend that a full program proposal be prepared for submission to the appropriate governance groups as per existing RIT policies and procedures for approval of academic programs.

Stage 2: Formal Department and College Review

Each college has a structure and process for reviewing and approving proposals for new or substantially modified academic programs. These college-level policies and procedures are in accordance with RIT Policy D.1.

Stage 3: Institute Level Review

- Graduate Council or ICC
- Academic Senate

Stage 4: Final Review and Approval by Provost with Alignment to Budget Process

Formal proposals for new (or substantially modified) academic programs that will require incremental resources (personnel, space, equipment, etc) for implementation must obtain the approval of the appropriate Institute level curriculum review process and gain the endorsement of the Provost before the end of January, in order for the program to be considered for implementation by the fall of the next academic year. Adherence to this timeline allows the Dean(s) to include the needed program resources in the budget request process, which occurs during February and March. Through the annual budget approval process, it will be the responsibility of the dean or deans to include needed program resources in all subsequent budget requests for the years that follow. This shall particularly apply to deans from colleges that provide support curriculum.

A new program will not be submitted for registration by the New York State Education Department until the requisite resource requests have been approved through the budget approval process.

If there are no resource implications associated with a proposal for a new (or substantially revised) academic program, the Provost may allow the proposal to be forwarded to the New York State Education Department for registration in a timely manner, independent of the normal budget approval cycle, once the proposal has gained the approval of the appropriate RIT governance groups.