

New Program Approval Process

Faculty in one or more departments develop an idea for a new academic program and prepare a Program Announcement including curriculum, according to the Academic Issues Committee (AIC) of the NJ Presidents' Council [copy of the AIC manual is available through the Provost's Office].

The new program receives approval of the faculty of the department(s)/schools and the appropriate dean.

The new program is approved by the Committee on Undergraduate Education (CUE) for an undergraduate program or the Committee on Graduate Education (CGE) for a graduate degree program.

Following approval of the CUE or CGE, the Program Announcement (including the curriculum) is presented by a representative of the proposing academic unit to the Faculty Senate for preliminary approval.

The Faculty Senate recommendation is then forwarded to the Provost for his/her approval.

Following approval of the Provost there are two parallel steps that need to happen.

- 1) The Provost's Office circulates the Program Announcement, including the CV of the external consultant (see below regarding the consultant), to all New Jersey college and university presidents who are given 30 days to comment. Comments must be limited to issues of program duplication, university resources and university mission. All negative comments received by the Provost must be answered in a timely fashion.
- 2) An external consultant is engaged for a review of the program, as per the Academic Issues Committee (AIC) of the NJ Presidents' Council.

Regarding the consultant:

- The consultant must physically visit the campus. If this is a joint program with another school (e.g. Rutgers – Newark) then the consultant must visit all campuses involved. There must be equal involvement from all campuses; arrangements must be made through the appropriate university administrator.
- The outside consultant is paid by the Office of the Provost; this office must be consulted prior to his/her hiring. No fees should be agreed upon without prior approval from the Provost's Office. If this is a joint program, then all universities must be consulted regarding the fee. In addition, hotel and travel arrangements should be made only after consultation with the Provost's Office.

- A copy of the consultant's written report must be sent to the Office of the Provost upon receipt.
- An institutional response to the consultant's report must be prepared by the school/department and submitted to the Provost for review before being returned to the consultant.

Once all responses from the New Jersey college presidents and the consultant's report have been received and the institutional response to the consultant's report has been written, the program is referred to the Faculty Senate for final approval.

The Faculty Senate must receive a copy of the complete Program Announcement, including the curriculum, as well as the consultant's report and resume. A copy of the institutional response to the consultant's report should also be included.

If the Faculty Senate approves the program and the Provost concurs, the new program is next referred to the NJIT Board of Trustees for approval.

Following approval by the NJIT Board of Trustees, the appropriate documents are submitted to the Academic Issues Committee for its review and recommendation to the NJ Presidents' Council. The Academic Issues Committee will recommend the program's approval and forward the information to the Presidents' Council for its approval. The final decision is made by the Presidents' Council.

For help with any part of this process, contact Peggy Kenrick at ext. 3217 or kenrick@njit.edu.