USF System – New Academic Program Authorization Process

Overview

The authorization of new degree programs at the University of South Florida (USF) is governed by the Florida Board of Governor’s (BOG) Regulation 8.011 and USF Policy 10-036. As detailed in these documents, the USF Board of Trustees (USF BOT) has the responsibility and authority to approve for implementation new degree programs at the bachelor’s, master’s, specialist and doctoral levels. New doctoral degree programs also require submission to the Board of Governors for authorization. Establishing a new academic degree program is a two-phase process administered by the USF designated institutional office and the USF System Office of Institutional Effectiveness, Academic Planning and Review (OIE):

**Phase I - Development of a Pre-Proposal** and subsequent approval for the *USF System Work Plan*

**Phase II – Development of a Proposal** with subsequent approval and placement on the SUS Degree Inventory and corresponding university catalog.

**Phase I – Pre-Proposal (for the USF System Work Plan) Process**

The first phase of the process involves the development of a pre-proposal with the goal of having the proposed program included in the *USF System Annual Work Plan*, which then allows for the development of a New Program Proposal. Refer to the Flowcharts on the website [http://systemacademics.usf.edu/curriculum/new-program](http://systemacademics.usf.edu/curriculum/new-program).

Prior to initiating the process, the appropriate parties should consult with their department and college to verify that there is sufficient student demand, workforce, and resources (faculty, budget, etc.) needed to move forward with the development of a pre-proposal.

**Stage 1: Development**

a. **Institution Consultation/Pre-Proposal Form**

Departments/Colleges interested in developing a new degree program must first consult with the designated USF Institution’s office.

**Designated Institution Contacts:**

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<td></td>
<td>Cynthia Brown Hernandez</td>
<td><a href="mailto:cynthiab@usf.edu">cynthiab@usf.edu</a></td>
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<td></td>
<td>Carol Hines-Cobb</td>
<td><a href="mailto:cdh@usf.edu">cdh@usf.edu</a></td>
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<td>Linda Crossman</td>
<td><a href="mailto:crossman@usfsp.edu">crossman@usfsp.edu</a></td>
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<td>Donna Knudsen</td>
<td><a href="mailto:knudsen@usfsp.edu">knudsen@usfsp.edu</a></td>
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<td></td>
<td>Sarah Fayard</td>
<td><a href="mailto:sarahfayard@sar.usf.edu">sarahfayard@sar.usf.edu</a></td>
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b. **Department/College Approval**  
Following the consultation, the proposer(s) must complete the pre-proposal form. Once completed, the proposer(s) routes the completed pre-proposal through the Department and College approval process and secures signatures from the appropriate required individuals as noted on the form.

c. **APPRISe**  
All undergraduate proposals must be submitted to the State's APPRISe system for a 30-day comment period, prior to council review.

d. **Submit to Institution**  
Once routed through the College, the College Dean, or designee, will sign approval and submit the pre-proposal to the USF institutional contact for review and processing. The institutional contact will post the pre-proposal to the system site.

**Stage 2: USF Institution Faculty Review**

a. **Institutional Review**  
The designated institutional office will review the pre-proposal once received and prepare for Council review, with an emphasis on addressing need, demand, and funding sections. The institutional contact will work with the proposer(s) on any needed revisions and will confirm when the pre-proposal is moving forward to the faculty council.

b. **Institutional Faculty Council Review**  
Institutional Faculty Council reviews the pre-proposal and approves or recommends changes.

c. **Institutional OIE Review**  
For USF Sarasota-Manatee and USF St. Petersburg Only. Institutional OIE reviews the pre-proposal and approves or recommends changes.

**Stage 3: USF System Review**

a. **Institutional Office Submits to USF OIE Representative**  
Following the Faculty Council approval and Institutional OIE review (if applicable), the Institutional Contact notifies OIE of the approval. The current contact is Dr. Steve RiCharde, who reviews all pre-proposals. If changes are needed he will contact the institutional contact.

b. **Academic Program Advisory Council Review**  
OIE submits the pre-proposal to the USF System Academic Program Advisory Council (APAC) to be placed on the APAC agenda, copying the institutional contact on the notification.

> **Approved** - Proposals are forwarded by OIE to the Council of Academic Vice Presidents Work Group (CAVP) for review, copying the institution contact. The current APAC chair notifies the Dean of APAC approval.

> **Not Approved** – Proposals are remanded through OIE to the Proposer, copying the Institutional Contact, for further information and/or revision. It is the Faculty Sponsor’s responsibility to address the concerns and resubmit through the Pre-Proposal Process (Stage 2).

c. **CAVP Review**  
OIE submits approved pre-proposals to CAVP, a state-wide council that examines the document for SUS need, demand, duplication, and collaboration. OIE secures the Provost’s approval/signature on the pre-
proposal form in preparation for the CAVP review.

- **Concerns** - Proposals cleared to move forward are then submitted to the Provost for inclusion on the next *USF System Work Plan*.

- **No Concerns** - Proposals that are not cleared to move forward are remanded through OIE to the Proposer, copying the Institutional Contact, for further information and/or revision. Each Institution will determine if the revised pre-proposal will need to go back through the Faculty Council for approval.

**d. OIE Submission to the Provost**

Following CAVP review, OIE submits approved pre-proposal to the Provost for inclusion on the next *USF System Work Plan*.

**Stage 4: Work Plan Approval**

The final stage of the *Work Plan* proposal process focuses on receiving approval to move forward with the *New Program Proposal*. Three approvals must be obtained by OIE.

- **a. Provost Review** – The USF System Provost reviews and approves/disapproves the Pre-Proposal for inclusion on the *USF System Annual Work Plan*. If approved, OIE submits the updated *Work Plan*, including the approved pre-proposals, to the ACE/BOT for review.

- **b. ACE/BOT Review** – The *USF System Work Plan*, including the list of proposed new degree programs, is routed through the ACE (Academic and Campus Environment) Workgroup, with final review/approval by the USF Board of Trustees.

- **c. BOG Approval** - The *USF System Work Plan* is submitted to the SUS Board of Governors (BOG) for inclusion on the agenda of their spring/summer meeting at which time the plans are given final approval. BOG approval of the *Annual Work Plan* provides official approval for the development of a *New Program Proposal*.

- **d. Notification** - Once the pre-proposal is added to the *Work Plan*, OIE notifies the Institutional Contact notifies of the approval so the proposer may move forward with the *New Program Proposal*.

- **e. Begin New Program Proposal**

*New Program Proposals* must be developed and submitted to the USF approval process before the end of the academic year following the BOG approval of the *USF System Work Plan*. Should faculty need additional time to develop the New Program Proposal, a request for an extension ([http://systemacademics.usf.edu/curriculum/resources-and-forms.php](http://systemacademics.usf.edu/curriculum/resources-and-forms.php)) may be submitted to OIE for consideration for an additional year for development.

Departments and colleges should be aware that if an extension is granted, the Pre-Proposal is then carried forward and listed on the following year’s *USF System Work Plan* and no other pre-proposal will be allowed to fill that slot. Consequently, faculty should be mindful of moving the development of the *New Program Proposal* forward in the initial timeline that is provided and avoid the need to request an extension wherever possible.

For New Program Proposal instructions and forms, please visit the [System website](http://systemacademics.usf.edu/curriculum/resources-and-forms.php).