

Presented to Faculty Senate May 8, 2012

**Guidelines for approval of academic programs and departments through Faculty Senate**

(Revision of the guidelines approved by Faculty Senate Executive Committee March 4, 2003)

The following was proposed by EPPC and approved unanimously by Faculty Senate Executive Committee.

Additions in *italics*

Deletions are ~~crossed off in bold~~

**Explanation**

The former guidelines (currently located in the EPPC committee charge) specify that the EPPC shall review (along with the Faculty Senate Executive Committee and the Budget Review Committee) administrative proposals regarding “creation or elimination of, or significant increases or decreases, in the funding and/or personnel of programs, schools, colleges or departments.”

It has not been clear from this wording exactly what matters should be reviewed formally by the EPPC and when the EPPC should be informed about changes. Items were sent to the Faculty Senate for review if they seemed to be more like new programs or new degrees, and there was a memorandum of understanding with the Graduate School about which curricular matters required review and which notification. However, there has been considerable uncertainty about how specific items should be treated. The proposed guidelines specify how a wide variety of curricular proposals should be handled.

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*There are various types of curricular matters that must be reviewed or approved by the faculty:*

*New degree programs, suspension or elimination of degree programs, new majors, and new certificate-for-licensure programs that are registered with the state – must follow the procedures for New Degree Programs below.*

*Proposals for Combined Degree Programs (bachelor-master, colloquially referred to as 3+2, 4+1), Dual Degree Programs (master-master), , new minors, and all new “local” (cluster of courses already offered) certificate programs – are submitted to the EPPC and Faculty Senate Executive Committee for information and to the Graduate Council for information and advice if graduate degrees are involved. The EPPC may decide to undertake additional review or the FSEC may ask the EPPC to undertake additional review.*

*All proposals for certificates, majors, minors or any other form of curricular program that do not go through curricular review at the school level (Harpur College, the Watson School of Engineering and Applied Science, the School of Management, the Graduate School of Education, the School of Nursing, the College of Community and Public Affairs, the Graduate School) must be reviewed by the EPPC. This EPPC review may apply to interdisciplinary programs or programs under the auspices of the Provost’s office when there is no review by the appropriate school or college listed above. In these cases, the EPPC will act as the curriculum committee reviewing and approving these proposals.*

*No notification or review is required for routine changes to existing majors, minors, certificates and degree programs. The EPPC must be notified of any changes that require State Education Department approval.*

*All proposals for establishment of new departments and other academic units or elimination of existing units require review by the Faculty Senate (including those mandated by the Board of Trustees). Proposal review*

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*should follow the same procedures outlined above for degree programs (including the routing hierarchy) including the additional information listed below.*

**New Degree Programs**

Degree proposals submitted to SUNY System Administration and the State Education Department must follow specific guidelines and provide specific kinds of information. In addition, a local template in current use, called “The Academic Business Plan” guides proposals through a series of topics designed to make comprehensive sense of the feasibility, benefit, cost, and ongoing viability of each new degree proposal. Program proposals submitted to the faculty will mainly consist of the more detailed Academic Business Plans. All proposals in either form need to address the following issues:

- a. Justification for the program. This should include the pedagogical need for the program and how it fits within the University’s mission and goals.
- b. Curriculum for the program. This should include a summary of courses, exam structure, and other program requirements, distinguishing those that exist and those that need to be created; how the curriculum compares with similar programs at peer institutions.
- c. Resources needed for the program. This should include a summary of necessary resources (such as faculty, graduate student, and staff positions and other financial support) and the short- and long-term institutional costs and revenue from the program. Sources of necessary short-term costs need to be identified.
- d. Evidence of consultation with related units across campus and commentary from programs that might be affected.
- e. Evidence of support from any off campus programs or other entities that will participate.

*The normal procedure would be:*

1. *For Graduate programs, the proposing unit prepares a Letter of Intent (LOI) for submission to SUNY Systems Administration. The LOI must be approved by the Dean of the unit, the Graduate School and the Provost. If approved, it would be sent by the Provost’s Office to SUNY. A draft of letter is sent to Faculty Senate Executive Committee (FSEC) for informational purposes at least one week prior to submission to System Administration. SUNY System approval of the LOI is required before a Formal Proposal can be submitted to the campus approval process.*
2. The *Formal Proposal* for undergraduate degree is approved at the school level before submission to the Educational Policy and Priorities Committee (EPPC) for initial action on behalf of the Faculty Senate. The *Formal Proposal* for a graduate degree is approved at the school level and by the Graduate Council before submission to the EPPC.
3. EPPC reviews the proposal and makes recommendation to Faculty Senate Executive Committee. EPPC’s principal role is, in the words of the committee’s charge, to ensure that the proposal is “compatible with the educational objectives of the State University of New York at Binghamton” and that it is pedagogically and fiscally viable. EPPC will announce its agenda to the campus and seek input from all relevant academic units. EPPC’s recommendation could include requests for additional information, and EPPC retains the option of returning a proposal to the originating department for further work before it is forwarded to the

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Executive Committee. *If possible*, external review documents, if any, should be submitted to EPPC together with the proposal.

4. The Faculty Senate Executive Committee considers the recommendation of the EPPC and makes a recommendation to the Faculty Senate. This recommendation could include a request for additional information, and the FSEC retains the option of returning a proposal to the originating department for further work before it is forwarded to the Faculty Senate.
5. The Faculty Senate makes a recommendation to the President regarding the proposed degree program.
6. Degree proposals may undergo revision between the time they are initially developed and approved internally on campus and when they are submitted to System Administration, in response to recommendations from external reviewers. The Provost will submit the final version of the degree proposal to the Faculty Senate Executive Committee at least two weeks prior to planned submission to System Administration. The FSEC reviews the final proposal and may decide to seek additional endorsement by the full Faculty Senate if substantive changes have been made to the initial proposal approved by the Senate.
7. The EPPC may re-review new programs within 3-5 years, using information gathered through the assessment process and/or additional reasonable data requested from the program. In the event of such a re-review, EPPC will inform the FSEC of any concerns that arise.
8. *The EPPC will be copied on the final report to the President for the seven year reviews mandated by SUNY.*

**~~New 3/2, 4/1, or Combined Programs Leading to Double Degrees~~**

**~~Proposals for 3/2, 4/1, and other programs that propose to combine existing degrees are submitted to the Graduate Council for information and advice. These proposals will also be submitted to EPPC for information, and EPPC may undertake additional review.~~**

**~~All proposals for establishment of new departments and other academic units or elimination of existing units require review by the Faculty Senate (unless mandated by the Board of Trustees). Proposal review should follow the same procedures outlined above for degree programs (including the routing hierarchy). However, additional materials should be provided as follows:~~**

*Additional required information for review of proposals for New Departments and Other Academic Units:*

- a. Need for a new department structure. This could include addressing the need to change from an existing program to a department or the justification for starting a new department.
- b. Relationship of proposed department to existing programs. This should include supporting documentation from existing departments/academic units that may be affected by creation of the new department.
- c. Resources necessary to develop new department. This should include summary of new positions needed (faculty, staff, etc.), sources of funding for new positions and/or possible replacement of existing positions in other programs that may get transferred to the new unit.