

## Process and time to establish new degree programs

Prior to submission of proposals, faculty work with the Dean of the Graduate School, and pre-approval is obtained from the Dean of the unit and the Dean of the Graduate School of: a) the concept and b) initial estimate of fiscal benefits and costs.

BU's Graduate Council, which represents all graduate faculty, has a two-step procedure, with its Curriculum Committee and the full council evaluating proposals and determining approval.

In April 2003, Faculty Senate adopted new procedures that entail a three-step process of initial review and recommendation, and then a 4<sup>th</sup> step after the site visit by external reviewers.

SUNY-system has a two-step process for approval of new graduate degrees: Letter of Intent (LOI) and Formal Proposal. Then the NYS Department of Education also has to approve new degrees. Once NYSED approves, the degree is officially registered. The program cannot be advertized until it is registered (i.e., no web site, no brochures, etc.).

<b>Graduate degree</b>	<b>Time (longer if not in AY)*</b>
Proof-of-concept (pre-approval by deans to proceed)	~ 6-12 months
Development LOI within unit	~ 6-12 months
Approval by unit	~ one month
Approval by school/college	~ one month
Pre-Approval by Provost, through channels via deans	~ one month
Notice to Graduate Council, via Graduate School	~ two weeks
Notice to Faculty Senate Executive Committee, via Graduate School	~ two weeks
LOI to SUNY-system, via Graduate School	~ six weeks
Response by SUNY-system	~ six weeks
Development formal proposal by unit	~ one to four semesters
Approval by unit	~ two weeks
Approval by school/college	~ two weeks
Curriculum Committee of Graduate Council, via Graduate School	~ two to four weeks
Approval by Graduate Council, via Graduate School	~ two to four weeks
Approval by Provost, through channels via deans	~ two weeks
Review by Faculty Senate's EPPC, via Graduate School	~ one to two months
Review by Faculty Senate Executive Committee	~ one month
Review by full Faculty Senate	~ one month
SUNY-system & NYSED approval of external reviewers, via Grad School	~ 1-2 months
External review, via Graduate School	~ 2-6 months
Unit response to review sent to Dean of Graduate School to add	~ one month
FSEC re-reviews final proposal	~ one month
University response to SUNY-system, via Graduate Dean	~ one month
Submission to SUNY-system, via Graduate School	~ one – two months
Approval by SUNY-system	~ one to three months
Approval by NYS Dept Ed	~ one to six months
Registration allows OIRA etc. to put into campus system	~2-4 weeks
<b>Not less than ~ 3.5 to 4 years</b>	

\*42% of calendar year (22 of 52 weeks), Faculty Senate and Graduate Council (and their committees) do not operate.