

APPENDIX A

Format for Proposals for a New Curriculum, Academic Program, Research or Service Endeavor

For purposes of full review of a new curriculum, academic program, research, or service endeavor, a formal proposal is to be drawn up according to the following outline.

Proposal

- I. Program title, director, participating faculty, responsible academic unit, and description of the program, as it would be included in the University or Graduate College Catalogue.**
- II. Exact wording of degree to be awarded, if appropriate.**
- III. Rationale for the curriculum, program, or endeavor:**
 - A. Philosophic goals statement;
 - B. General and specific objectives.
- IV. Relationship of this curriculum, program, or endeavor to current mission and long-range plans of:**
 - A. Participating departments, programs, schools, and colleges;
 - B. The University.
- V. Relationship to programs offered currently.**
- VI. Indicate any other programs at the University which are similar in title or content and illustrate how they may overlap or differ.**
- VII. What comparable programs, if any, are in existence today in reputable colleges and universities:**
 - A. What are the highlights of these programs and how do they compare with the projected program at UVM?
 - B. Do universities engaging in regional participation with UVM offer these programs? In light of existence or absence of such programs, are there good reasons for promoting UVM or another university for offering this program?
- VIII. Evidence of communication with academic units likely to be involved in or affected by the program. Indicate the effect (cost, enrollment, etc.), the program will have on other academic units.**

IX. Evidence of demand or need for program:

- A. Indicate justification of inauguration of program at this time:
1. Explain education, personnel needs, and social needs that exist (refer to specific authorities or studies consulted);
 2. Anticipated enrollment or anticipated impact in case of a service or research endeavor for the first five years (give supporting evidence for estimate);
 3. Indicate how this program will meet local and regional needs.
- B. If a doctoral program, include specific data on previous and present graduate programs at master's level with the number of students and degrees awarded.

X. Students (if curriculum or academic program):

- A. Indicate:
1. Evidence of a source of candidates;
 2. Requirements for admission and retention of students;
 3. Selection process;
 4. Financial support available through the department and expected from the Graduate College or other UVM sources (Graduate Programs);
 5. Mechanism of advising students;
 6. Prospects for employment or opportunities for further education of graduates.

XI. Programs of study:

- A. Indicate all courses to be included in the program:
1. List existing courses envisioned as a part of a new program. What effect on enrollment is anticipated?
 2. List required new courses or changes to existing courses in order to initiate program. (If new course or changes to existing courses are required, complete a "Course Change Form" for each course and submit request(s) concurrent with the program proposal.)
- B. Research endeavor (list arrangements for collaboration and/or supervision).
- C. Field work (clinical experience: arrangements for placement and supervision).
- D. Submit two sample programs or otherwise illustrate the selection of courses, course load, and research or service time distribution.

XII. Resources for the program:

A. Faculty:

1. Biographies of present faculty who will participate. Include name, degrees, experience, publications, and present teaching, research and service commitments;
2. Effect on, and adjustments in, present staff assignments;
3. New positions to be added and qualifications to be met:
 - a. Director, if any;
 - b. Other positions;
 - c. Indication of appointment prospects.
4. Interdepartmental and inter-institutional cooperation planned.

B. Library support:

1. Present an evaluation of the library resources available currently to support the program;
2. Indicate additional demands to be made for this program with an estimate of the dollar cost of the additions.

C. Equipment needs and plans to meet them.

D. Physical space needs and plans to meet them:

1. Classroom and student study space;
2. Laboratory, research, and field experience space;
3. Office space.

XIII. Cost estimates:

- A. First-year costs in addition to current budget;
- B. Total costs for first five years in addition to current budget;
- C. Anticipated non-University support, if any, such as federal or industry grants.
- D. How program will be funded if no new money is available;
- E. Proportion of salary of any faculty member who would contribute to program.

XIV. Schedule for curriculum, academic program, research, or service endeavor:

- A. Proposed starting date;
- B. When will curriculum or academic program be offered-academic year, summer, part-time?

XV. Evaluation:

- A. What criteria for evaluation will be applied?
- B. How and by whom will the program be evaluated?

XVI. Space for endorsements of proposal should be allowed for the following:

- A. Department or program;
- B. School or college curriculum committee;
- C. School or college dean;
- D. Executive Committee, Graduate College (graduate program);
- E. Dean of Graduate College (graduate program);
- F. ~~Academic~~ *Academic Curricular* Affairs Committee;
- G. Provost;
- H. President;
- I. Board of Trustees.

Abstract

A one-page abstract should include essential information from the following sections of the program proposal: I, II, III, IX, XI, and XIV.

The ~~Academic~~ *Academic Curricular* Affairs Committee will distribute an abstract of the proposal to the following:

- President of the Faculty Senate
- Senate Executive Council
- All Department Heads/Chairpersons
- All Academic Deans
- All Chairpersons of College/School Curriculum Committees
- Representatives of Appropriate Student Groups

When appropriate, abstracts will be distributed to other interested parties. Comments are requested within 30 calendar days. The cover note to the abstract will indicate that copies of the proposal may be studied at the Senate Office and Bailey/Howe Library.