

APPENDIX B

Format for Proposals of Substantial Revision of Academic Unit, Curriculum, Research or Service Endeavors

The following guidelines are to be used for writing a formal proposal to substantially revise an academic unit, a curriculum, research, or service endeavors. The proposal should include:

- I. Title, director, participating faculty, responsible academic unit, and description of the curriculum, research, or service endeavor as it would be included in the University, Graduate College Catalogue or appropriate circulars.**
- II. Rationale for the revision of an existing academic unit, curriculum, research, or service endeavor:**
 - A. Philosophic goal statements which are divergent from present ones;
 - B. General and specific objectives of the revision.
- III. Changes in the relationship of this proposed revision to current missions and long-range plans of:**
 - A. The University;
 - B. Participating college(s), school(s), department(s) and program(s).
- IV. Relationship of revisions to other academic units, curricula, research, or service endeavors currently being offered.**
- V. Provide evidence of communication with academic units likely to be involved in or affected by the revised program, and indicate its effect (cost, enrollment).**
- VI. Evidence of demand or need for revision:**
 - A. Explain education, personnel needs, and social needs that exist-refer to specific authorities or studies consulted;
 - B. Indicate how this revised program will meet local and regional needs;
 - C. Discussion projections for continued need over the next five years.
- VII. If proposed revision is a program, indicate effects on:**
 - A. Students
 1. Evidence of change in source of candidates;
 2. Change in requirements for admission and retention;
 3. Any change in selection process;

4. Financial support available through the department and college or other UVM sources;
5. Change in mechanism of advising;
6. Prospects for employment or opportunities for further education of graduates.

B. Program of study:

1. Indicate all courses, classes, research, field work, and independent study to be included in the revision.
 - a. list existing courses envisioned as part of the revised program;
 - b. list newly established courses required of the student as part of the revised program.

NOTE: If new courses are required, refer to attached guidelines for new course approval and submit requests concurrent with program proposal.

2. Submit representative samples of student's program of study or otherwise illustrate the selection of courses, course load and research time distribution.

C. Faculty changes:

1. Provide biographies of present faculty who will participate. Include name, degrees, experience, publications, and present teaching commitments;
2. Describe effect on and adjustment in present staff assignments as result of proposed revision;
3. List new positions to be added and qualifications to be met:
 - a. Director, if any;
 - b. Other positions; and
 - c. Indication of appointment prospects.
4. Interdepartmental and inter-institutional cooperation planned.

D. Exact wording of degree as it has been, and as it is being proposed.

VIII. Resources to support revision:

- A. Library: indicate additional demands to be made with an estimate of dollar cost;
- B. Equipment needs and plans to meet them;
- C. Physical space needs and plans to meet them (classroom, conference space, laboratory, research and field experience space, office space);
- D. Administrative needs and plans to meet them (personnel, office supplies, printing, etc.)

IX. Cost estimate for the changes:

- A. First-year cost in addition to current budget;
- B. Total costs for first five years in addition to current budget;
- C. Anticipated non-University support, if any;
- D. Contingency plan if no new money is available.

X. Schedule for enactment of revision:

- A. Proposed starting date;
- B. Time to be offered (calendar year, academic year, summer, part-time).

XI. Evaluation:

- A. What criteria for evaluation will be applied;
- B. How and by whom will the evaluation be performed.

XII. Space for endorsements of proposal should be allowed for:

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

*when appropriate

Abstract

A one-page abstract should include essential information from the following sections of the program proposal: I, II, IV, VII, and X.

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

- A. President of the Faculty Senate
- B. Senate Executive Council
- C. All Department Heads/Chairpersons
- D. All Academic Deans
- E. All Chairpersons of College/School Curriculum Committees
- F. 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.

<http://www.uvm.edu/~uvmppg/ppg/acad/other/appendixD.htm>

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