

# Proposal to Substantially Revise an Existing Academic Program or Research Endeavor

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The following guidelines are to be used for writing a formal proposal to substantially revise an existing academic program or research endeavor. “Academic program” includes majors, degrees, and graduate degree programs and certificates. (Outlines for undergraduate certificate and minor proposals are presented in separate documents.) “Research endeavor” includes centers and institutes. All sections should be addressed; if a section is not applicable to the particular proposal, insert “Not Applicable.” When specific requirements are posted elsewhere for a particular activity, they should be incorporated into the proposal. The proposal must include:

- 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. Rationale for the revision of an existing academic program or research endeavor**
  - A. Describe the rationale for the revision, including changes in philosophic goal statements.
  - B. List program level learning outcomes, noting any changes in the assessment plan form currently on file.
- 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 program or research endeavors currently being offered.**
- V. Provide evidence of communication with academic units likely to be involved in or affected by the revised program.**
  - A. Indicate the effect (cost, enrollment, etc.), the revised program will have on other academic units.

B. Faculty engaged in the substantial revision of a program must discuss the proposed revisions with each dean and chairperson/program director of an academic unit likely to be affected by the new program. All units whose courses are an integral part of the proposed program must be included. A letter of support, or at least a record of e-mail correspondence, from each such unit must be attached to the proposal.

C. The Graduate College Executive Committee must approve proposals to substantially revise graduate programs before they come to the Faculty Senate Curricular Affairs Committee. After the proposal for substantial revision is approved by all affiliated academic programs/departments and Colleges/Schools, send the full proposal to the Dean of the Graduate College with a cover letter requesting consideration of the proposal. If approved, the Graduate College will transmit the proposal and a letter indicating the approval and explaining the rationale for approving the proposal to the Faculty Senate via the Vice Provost for Teaching Learning.

## **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. Discuss projections for continued need over the next five years.

## **VII. Indicate effects of revision 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. Programmatic Quality and Excellence
  - a. Describe the coherent body of knowledge and skills, and the specified set of learning outcomes, that the program seeks to foster.
  - b. Discuss progression of students through the curriculum, with attention to the developmental sequencing of courses and scaffolding of student knowledge and skills. Specifically address how the revised curriculum supports students' achievement of the learning outcomes listed above in Section II B.

- c. Address both curriculum breadth and depth.
- d. Describe the academic rigor of the program and practices that lead to high expectations for student learning.

2. Indicate all courses, classes, research or other scholarly activity, fieldwork, 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. (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.)

3. Submit representative samples of student's program of study or otherwise illustrate the selection of courses, course load and research or service 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/scholarship 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.
- E. Proportion of salary of any faculty member who would contribute to program

**X. Schedule for enactment of revision**

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

**XI. Curriculum Assessment and Program Evaluation**

- A. Attach an updated assessment plan form, available here. For assistance in revising an assessment plan, contact the Vice Provost for Teaching and Learning.
- B. Identify the department or school under which this program will undergo APR.

**XII. 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;\*
- E. Dean of Graduate College;\*
- F. Curricular Affairs Committee;
- G. Faculty Senate;
- H. Provost;
- I. President;
- J. Trustees\*

\*when appropriate

**Abstract**

A brief abstract must accompany the proposal, including essential information from sections I, II, VI, VII, and X of the program proposal.

The Chair of the Curricular Affairs Committee will e-mail the abstract of the proposal to all Faculty, Department Heads/Chairpersons, Academic Deans and the presidents of the Student Government Association and Graduate Student Senate.

The e-mail will indicate that the complete proposal is available at the Senate Office or on the Faculty Senate website. Comments are requested within 30 calendar days.