ESTABLISHMENT OF NEW PROGRAMS OR UNITS

SG 2.05

Date of Last Update:
May 19, 2023

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

1. Introduction

Proposals for the establishment of additional programs or units must be consistent with the University's Mission, Vision, and Values. Because the creation of any new program or unit can have significant administrative, academic, and financial implications, only those proposals which are compatible with the University's articulated Mission, Vision, and Values should be pursued.

2. Applicability of the Procedure for the Establishment of Additional Programs or Units

The criteria and procedures presented in this document govern the proposal, development, and approval of any new program or undergraduate/graduate unit (department or school within a College), program, major, minor, or degree to be established within the existing organizational structure of Grand Valley State University. Hereafter the collective reference to "program or unit" is understood to include all of the above items. The criteria and procedures presented in this document do not govern changes to the organizational structure for the University, including the proposal, development, and approval of new Colleges or Schools. Procedures for such changes in the fundamental organizational structure for the University are detailed in a separate governance procedure.

PROCEDURES

3. Governance Procedures for the Establishment of a New Program

Grand Valley State University is committed to establishing well-researched, innovative academic programs. The procedure for making proposals involves two stages: the Prospectus for a New Program, which introduces the concept for governance consideration, and New Program Proposal upon which approval and implementation will be based. Both the Prospectus and New Program Proposal can be submitted via the online curriculum development system at any time during the academic year.

a. Prospectus

The Prospectus for a new program, major, minor, or degree may be initiated by a faculty member, faculty-planning group, or officer of the university. The Prospectus will clearly identify the proposers. Any proposal for a new program shall be developed and reviewed in accordance with the following guidelines. The proposers may withdraw a proposal at any time by notifying the New Program/New Unit Council (SG 1.03.B.13)

The Prospectus shall include the following (see online Prospectus form for full details)

i. a description of the program,

ii. the interdisciplinary impact and overlap,

iii. evidence of the desirability and feasibility of the program, and

iv. a detailed budget of resource needs.

These documents will be used to review the Prospectus and each is detailed in the online curriculum system.

The decision to proceed to the development of a detailed New Program Proposal for the proposed program will be based upon a review of the Prospectus by the New Program/New Academic Unit Council (SG 1.03.B.13). As part of its deliberations, the New Program/New Academic Unit Council will seek input from existing units that may be affected by the creation of the proposed new program. Council members make recommendations to the Provost. Their recommendation will be to “support the Prospectus as submitted,” to “support the Prospectus with requested modifications,” or to “not support the Prospectus.”

The Provost shall review the Prospectus and the recommendation of the New Program/New Academic Unit Council. The Provost may request additional information, approve the Council’s recommendation and initiate development of the New Program Proposal, or terminate the proposal. The decision of the Provost resulting from the Prospectus review shall be communicated to the writer(s) of the Prospectus, and to the New Program/New Academic Unit Council, and a detailed rationale will be sent to the Council. If the recommendation of support by the New Program/New Academic Unit Council is accepted by the Provost, the

Provost will appoint a taskforce for the creation and submission of the New Program Proposal. The taskforce includes the unit head that will house the new program.

The approval processes are detailed in the online system here.

b. New Program Proposal

The New Program Proposal shall be developed by the writer(s) appointed by the Provost, in accordance with the Provost's charge for development. The writer(s) shall follow the online curriculum system.

c. Special Considerations

i. Establishment of Interdisciplinary Programs

The housing of new programs with an interdisciplinary focus and shared courses shall be made in consultation between the proposer, all affected Deans, and the Provost. The final decision rests with the Provost.

This approval shall occur before the submission of the Prospectus.

d. Governance Review Procedure

The review of the New Program Proposal shall be governed by the principles described with regard to the criteria at the Prospectus stage (SG 2.05.3.a), i.e., a description of the program; interdisciplinary impact and overlap; evidence of the desirability and feasibility of the program; and a detailed budget of resource needs. Each is detailed in the approval processes in the online curriculum systemhere.

4. Governance Procedures for the Establishment of a New Academic Unit

a. New Academic Unit Proposal

The proposal to establish a new academic unit may be introduced by a faculty-planning group or officer of the university. The proposal will clearly identify the proposers. The New Academic Unit Proposal shall include the following:

i. a description of the new academic unit,

ii. a strategic plan,

iii. a description of the function of the new unit,

iv. the desirability of the new unit, and

v. a detailed budget of resource needs.

Each of these elements is detailed in the approval processes in online curriculum system here. The New Academic Unit Proposal can be submitted via the online curricular system at any time during the academic year.

b. Governance Review Procedure of Proposal for New Academic Unit

The Proposal for the New Academic Unit shall be reviewed by the New Program/New Academic Unit Council (SG 1.03.B.13). As part of its deliberations, New Program/New Academic Unit Council will seek input from existing units that may be affected by the creation of the proposed new unit. Council members make recommendations to the Provost. Recommendation is either “support,” “support with requested modifications,” or “not support.”

The approval processes can be found here.