

2.1. New Programs (Academic and Health) – Revised 5/20/2019

Program ideas originate in a number of ways. The New Program Development Team (NPDT), chaired by the EVP for Research, Graduate Studies, and New Program Development (EVPRGSNPD), continuously solicits/captures/receives new program ideas from faculty, chairs, deans, VPs, EVPs, DP, and the President. The committee has, at minimum, one representative from Academic Affairs, Health Affairs, Graduate College, Institutional Accreditation, Professional Education and Workforce Development, Academic and Institutional Excellence, and Strategic Analysis and Institutional Reporting (SAIR).

Planning Steps for New Program Development

1. **Program Initiator - Submits a New Program Idea:**
 - a. Submit a proposal which addresses the program's relationship to the strategic plan, benefits to the university, preliminary demand assessment, faculty resources, and special needs such as equipment and facilities.
 - b. Submit to NPDT using the [New Program Idea Proposal Form](#) with a copy to responsible chair, dean, and EVP.
2. **NPDT - Review and Assessment:**
 - a. Review the new program idea proposal in the context of UTRGV's Strategic Plan, regional need, cost and benefit, and value to the university community and proposing unit.
 - b. Work with program initiator to gather available university and regional or national data including market demand.
 - c. If the NPDT believes the program is viable as submitted, the NPDT chair will
 - i. send the recommendation to proceed to the initiator, responsible chair, dean, and EVP.
 - ii. update the *Program Approval Tracking System* with the date the idea was submitted to the NPDT and the date the program was sent by NPDT to initiator.
 - iii. work with program initiator to conduct a more detailed needs and resource assessment with the leadership of the responsible program, dean, EVP and EVPFA or designee.
 - iv. update the *Program Approval Tracking System* with the date the needs and resource assessment is completed.
 - v. Continue to step 3.
 - d. If the NPDT does not believe the program is viable as submitted, the NPDT chair will send that decision and accompanying rationale to the initiator, responsible chair, dean, and EVP. Resubmissions are always welcome.
3. **Leadership - Review and Assessment:** The chair of the NPDT and the responsible EVP will meet with the President to discuss the new program idea, how the program fits with the existing program mix, and the associated one-time and recurring costs associated with the new program. The responsible EVP or designee is responsible for updating the *Program Approval Tracking System* with the date the Presidential review is completed.
 - a. If the program is deemed viable by the President or designee, the responsible EVP will
 - i. discuss with the UTRGV Executive Leadership the decision to initiate the new program.
 - ii. work with the responsible dean(s), chair, faculty, SAIR, AVP for Institutional Accreditation, and other stakeholders in the development of the program.
 - iii. ensure that all paperwork required by UTS and THECB is completed.

- b. If the program is not deemed viable, the responsible EVP will send that decision and accompanying rationale to the initiator and responsible chair and dean.
4. **Responsible Division – Approval Processing:** Each division has division-specific new program approval processes. Regardless of the originating division, the following must be completed by the responsible division:
 - a. Review of program proposal for substantive change determination
 - b. Prepare and seek authorization of budget
 - c. Submit curriculum to Undergraduate or Graduate Committee for approval
5. Once all necessary approvals have been secured, including division-specific approvals, the responsible EVP submits the final proposal to the President's Office for review and submission to UTS. The responsible EVP or designee is responsible for updating the *Program Approval Tracking System* with the date the final materials are submitted to the Office of the President.

President's Office