



New Program Approval Process

Faculty in one or more departments develops an idea for a new academic program and prepares a Program Announcement including curriculum. (Sample format attached)

The new program receives approval of the faculty of the department(s)/schools and the appropriate dean.

The new program is approved by the Undergraduate Curriculum Review Committee (UCRC) for an undergraduate program or the Graduate Council for a graduate degree program.

Following approval of the UCRC or Graduate Council, the Program Announcement (including the curriculum) is presented to the CAA for approval.

Following approval of the CAA, the Program Announcement must be circulated to all New Jersey College and University presidents who are then given 30 days to comment. Comments must be limited to issues of program duplication, university resources and university mission. All negative comments received by the Provost must be answered in a timely fashion.

Regarding the consultant:

- Since there may be comments received from the New Jersey College presidents that must be addressed either by the administration or by the outside consultant, the full thirty days must elapse before the outside consultant comes to campus to review the program.
- The consultant must physically visit the campus. If this is a joint program with another school (Rutgers - Newark, UMDNJ) then the consultant must visit all campuses involved.
- The Program Announcement, which is reviewed by the consultant, must contain the complete curriculum.
- The outside consultant is paid by the Office of the Provost; this office must be consulted prior to his/her hiring. No fees should be agreed upon without prior approval from the Provost's Office. In addition, hotel arrangements should be made only after consultation with this office.
- A copy of the consultant's written report must be sent to the Office of the Provost upon receipts
- An institutional response to the consultant's recommendations must be prepared by the department. This response should be reviewed by the faculty and the NJIT Board of Trustees and must be submitted to the New Program Review Committee.

Once all responses from the New Jersey college presidents and the consultant's report have been received and the institutional response to the consultant's report has been written, the program is referred to the NJIT faculty for its approval.

The faculty must receive a copy of the complete Program Announcement, including the curriculum, as well as the consultant's report and resume. A copy of the institutional response to the consultant's recommendations should also be included. All documents must be distributed to the faculty prior to the meeting.

If the NJIT faculty approves the program, the new program is next referred to the NJIT Board of Trustees for approval.

Following approval by the NJIT Board of Trustees, the appropriate documents are submitted to the New Program Review Committee of the Presidents' Council of the Commission on Higher Education. The New Program Review Committee will recommend the program's approval and forward the information to the Presidents' Council for its approval.

The final decision is made by the Presidents' Council.