New Academic Program Development Workflow

PHASE 1	PHASE 2
UAB AVP Assessment, Accreditation, & Academic Planning	**Department/School or College**
• Contacts Assistant and Associate Deans to submit program addition requests to 3-year academic plan annually in Sept.	• **Program Proposal** • **ACHE New Academic Degree Program Summary** • **Attachment C to NPP Supplement** • Reviewed by appropriate unit level committee • Submitted to SharePoint by appropriate School/College Representative
Department/School or College	
• **BOT New Program Proposal Form (NPP)** • Reviewed by appropriate unit level committee to ensure accuracy, completeness, and quality • Submitted to SharePoint by appropriate	**Graduate or Undergraduate Curriculum Committee (GCC/UCC)**
	• Vetted and reviewed by school/college level curriculum committees • Feedback provided
Graduate or Undergraduate Curriculum Committee (GCC/UCC)	**Faculty Senate Curriculum Committee**
• Vetted and reviewed by school/college level curriculum committees • Feedback provided • (If support is necessary, please contact the Associate Vice Provost prior to submission to UCC or GCC)	• Presented to FSCC by UCC or GCC Chair • FSCC makes recommendation to the Provost.
	Provost Office
	• Approved Program Proposal is submitted to the President.
Faculty Senate Curriculum Committee	**UAB Board Liaison**
• Presented to FSCC by UCC or GCC Chair • If approved, forwarded to Faculty Senate & Provost for official approval to forward to the BOT	Submits the following to UAS Office: • Agenda Item Form • Resolution Form • Executive Summary • Approved NPP & Attachment C • Full Program Proposal • ACHE New Academic Degree Program Summary • Any supporting documentation
Associate Vice Provost	
• NPP Form prepared, reviewed, and submitted to UAB President.	
UAB President	**UAS BOT**
• Reviewed by President • If approved, submitted to UAS Academic Affairs Committee	• Reviewed by UAS Vice Chancellor for UAS Academic & Student Affairs Committee • Presented to the full BOT
UAS Academic Affairs Committee	**UAB AVP Assessment, Accreditation, & Academic Planning**
• Reviewed by UAS Academic Affairs Committee • NPP is shared with and reviewed by UAS campuses for internal system review.	• Approval notice from UAS BOT • Approved items uploaded into ACHE portal
UAB AVP Assessment, Accreditation, & Academic Planning	**ACHE**
• Approval notice from UAS BOT	• Reviews all action items, recognizes Information items, and sends notice to UAB
	UAS BOT
	• New program items are presented to the BOT for final approval
	UAB
	• UAS BOT provides notices to UAB • New programs may begin marketing and recruitment