New Degree Program Implementation at Rowan University

Before taking any action towards proposing a new degree program, please contact the Provost's Office (Jennifer Tole, tole@rowan.edu)

General Overview of Steps for New Degree Implementation

- **Internal:**
    - New Program Submission Form - initial vetting
    - Preliminary Authorization by the Academic Affairs Board of Trustees (BoT)
    - Curriculum approval through Senate*
    - Full approval by the BoT

- **External**
    - Full State Proposal Development *
    - Consultant Site visit*
    - State review and approval: handled by Provost Office
        - Program announcement circulation (30 days)
        - Review by the state's Academic Issues Committee (AIC)

Should happen concurrently
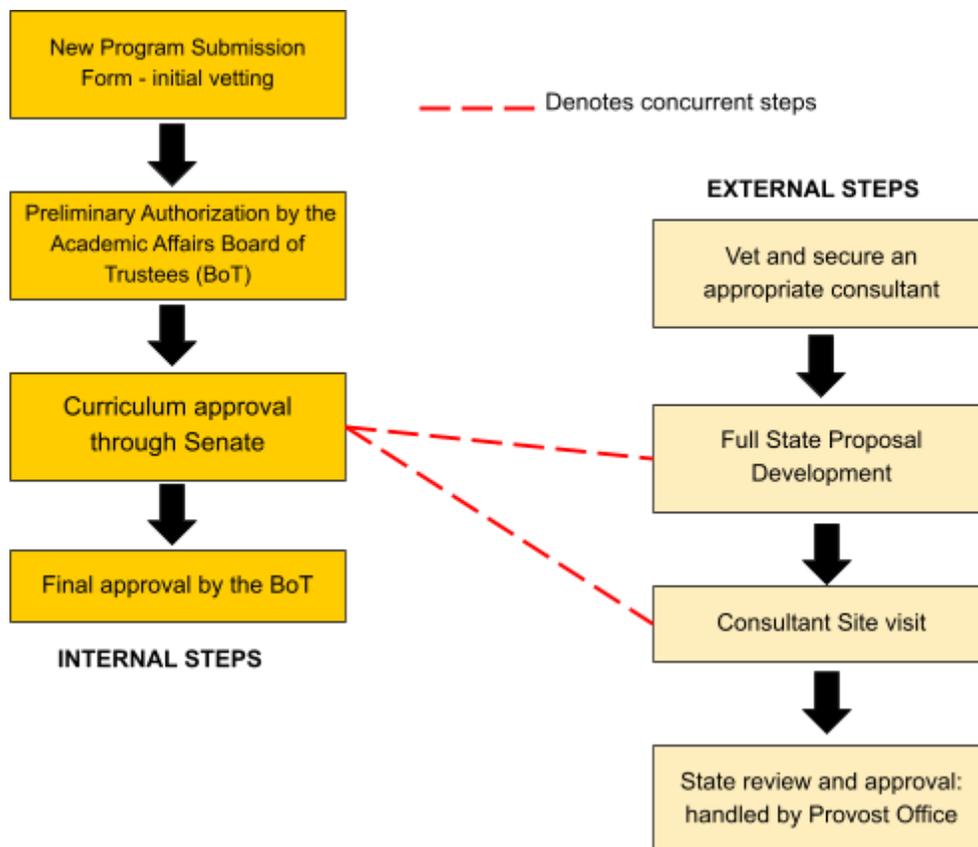
Detailed New Degree Directions:

This information is for individuals who have been given the "go ahead" to develop a new degree bearing program. Importantly, if you haven't already all new degree programs need to be submitted through the "New Program Submission Form" as this allows the university to gauge the viability in terms of resources for launching the new program. You are always welcome to discuss concerns or questions before submitting with the Provost's Office (VC of Academic Affairs or AP of Academic Program Quality and Compliance).

If the program idea is supported, this document will be distributed to the individuals who were named as sponsors / program champions on the form.

Step 1: receive endorsement to move forward to the Preliminary Authorization Step
- After completing a New Program Submission Form, you will receive feedback within a few weeks. If you were notified that the program is ready to move forward, the first step is to prepare a Preliminary Authorization to be reviewed and approved by the AA Board of Trustees.
- Note:
  - The Board approving the Preliminary Authorization allows curriculum to be submitted to Faculty Senate
  - Exceptions / unique circumstances: If your program is high priority, in that University leadership has identified it as needing an expedited approval, please work with the Provost's Office as they can guide you on how to ensure the swiftest timeline to launch as possible
  - If the response to your form is that your program is not approved to move forward, and you have questions or concerns, please engage with the Provost's Office so we can provide guidance

Step 2: Develop a Preliminary Authorization (sometimes referred to as a "white paper")
- Alert the VC of Academic Affairs <u>at least 6 weeks prior to the next upcoming Academic Affairs Subcommittee meeting</u> if you want this added to the agenda. Also indicate if there are any individuals who should be invited to that meeting to represent the program should questions arise.
- Download and use the appropriate template via the link below, to create your Preliminary Authorization Form
  - [Undergraduate and MS programs](#)
  - [Doctoral Programs](#)
- Send your final draft to the VC of Academic Affairs at least 3 weeks before the Academic Affairs subcommittee meeting in case feedback and revisions are required. Please be ready to make adjustments to the document quickly if needed or submit earlier.
- As long as a final version of the Preliminary Authorization is ready within 2 weeks of the AA Subcommittee meeting, we'll be able to present the document and get the Preliminary Authorization to a vote

Step 3 is divided into two parts: INTERNAL (Senate and Board of Trustees) approval and STATE approval

Step 3a - INTERNAL APPROVAL: *Engage in Rowan's [Curriculum Approval Process](#) - prep for curriculum development can be happening in parallel to Step 2 but curriculum can not go to senate without preliminary approval from the Board of Trustees (BoT)*
Faculty will engage in curriculum development and submit through the approved Senate pathway.

Important note: for state approval - the last step of the process - programs must show evidence of employer input into the program. Detailed information for this is in the State Proposal (available on the NJ AIC website - see links below) but the strongest evidence is to provide "Documentation of direct employer or industry participation in the design of the Program." Our understanding is the state wants to make sure that the degree prepares learners for their ultimate career goals. Even if your program does not directly funnel into one industry - getting input from some companies / partners in possible career areas will greatly help with the state's approval. We suggest reviewing standard 2 of the state proposal (link below) to plan ahead for this section.

What you can expect:
- Once the Senate approved, the Provost's Office will approve and help you develop what is called a "Program Announcement" - this document is used both for Rowan's Board of Trustees and to circulate information to other institutions in the state ahead of state approval (this is a required step in the state approval process - see further details below)

Step 3b: STATE APPROVAL PROCESS - we suggest completing this in parallel with Senate Curriculum. [State "initiating a new program" overview and forms can be found here](#) but the main directions are highlighted below. There are two majors components to this:

Part I: Prepare State Proposal:
- After preliminary authorization, we will provide a "Standards for New Academic Degree Programs" form - aka the State Proposal. A blank template is available on the state's website but the version we provide has some standard Rowan language in a few areas and some additional guidance to help make the process as streamlined as possible for you.
- Share a (mostly) finalized draft of that proposal with the VC of Academic Affairs a month before hosting the consultant visit so that any major feedback can be provided beforehand.

Part II: Complete a Consultant Review
- Identify a potential consultant carefully utilizing the **[Consultant Selection Criteria.](#)**
- Provide the VC of Academic Affairs with a copy of the intended consultant's CV - this **must** be approved before hiring the consultant

- On-Board the Consultant once approved
  - Step 1: Discuss a general timeframe for the visit and establish virtual or remote
  - Step 2: Send dates of availability to the Provost's Admin so they can confirm what date works. They will provide a time (30 minutes) for that meeting. The Provost's schedule is the most difficult to work around so it is important to ensure a time is available before securing dates with the consultant.
  - Step 3: Confirm finalized date with the consultant. Build your itinerary around the Provost's meeting. You can use this [Itinerary Guidelines and Example](#)
  - Step 4: your Dean's Office can help support you in developing the consultant contract and getting them set up in the system.
  - Note on consultant contracts: $2000 plus approved travel expenses (if visit is on-site) is the recommended amount. The Provost's Office will support $500 of the consultant fee which will be transferred to the department once requested. A Dean's Office can opt to offer more if it is a field that requires a more competitive stipend, but anything exceeding this amount should be vetted through the VC of AA before offers are made.
- Share your finalized State Proposal draft with the consultant two weeks prior to their visit - if they have any concerns or questions or areas they deem "insufficient" please ask them to bring these to the site visit for discussion
- We recommend asking the consultant to provide their review (a form is available on the state site that you can download and provide to them) within 1-2 weeks of the visit. You should ask the consultant to:
  - Carefully proofread the review so there are no typos
  - Discuss any areas of insufficiency - if any - with you beforehand
  - If there are no areas of insufficiency, to still please include feedback such as ideas or things they want to highlight in the text boxes. This will help the state reviewers see that the review was thoughtful.
- Share the finalized State Proposal and Reviewer Form to the VC of Academic Affairs.

Part III: State Approval
- *What to Expect for the Final Stage of Approval*
  - The VC of Academic Affairs will work with you to create and circulate a Program Announcement once the BoT has internally approved the program and the steps above are completed. The Program Announcement, as detailed in the State's Manual - alerts all NJ Institutions that the Program is planned for proposal in case any other institution has a major concern. This can go out well in advance of the full proposal coming to the state's review but again requires BoT approval. At minimum, it must circulate 30 days before the state reviews.
  - The VC of Academic Affairs will put together a program checklist, the full proposal and reviewer's form along with a cover page and submit the packet to the New Jersey President's Council Academic Issues Committee (AIC). **[The state webpage has a calendar of all upcoming meetings](#)**.
  - **If the AIC recommends the program for approval, it goes to the President's Council and then the VC of Academic Affairs will be notified. You will then**

receive notification of approval and at this point the program can be officially advertised.
- ○ Alternatively, the AIC may send back specific questions or concerns that need to be addressed. The VC of Academic Affairs will communicate these and as long as you address those specific points, it will be re-submitted for the next scheduled meeting.

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Checklist 2025

Before using this checklist, please ensure you have carefully reviewed full directions above. This checklist can be copied or printed to plan out all necessary steps.

Internal Steps
- ☐ New Program Submission Form Completed and Endorsed by the University's Committee for Academic Innovation (initial vetting)
- ☐ Preliminary Authorization Form Developed and Endorsed by the AA BoT meeting
- ☐ Engage with industry partners to gather program feedback and support for program (needed for state proposal)
- ☐ Curriculum Approval Process Completed
- ☐ Final Approval of the finalized program by the BoT

External Steps
- ☐ Confirm an appropriate external consultant with the VC of Academic Affairs
- ☐ Secure a date for appropriate external consultant (must align with Provost availability)
  - ☐ Host when curriculum has initial review by senate and thus state proposal can be in a final draft - this way the consultant will have everything they need to review
- ☐ Complete the State Proposal; send draft in final stages to VC of AA for feedback
  - ☐ Click HERE for current version with Rowan language added
- ☐ Host the Consultant Site Visit (remote is acceptable if needed)
- ☐ Secure Consultant Report
- ☐ Send State Proposal and Consultant Report to the VC of AA who will put together final materials

Quick Links to State's AIC materials

This list of links is not comprehensive but provides some of the most relevant links you'll use in the process

[Main landing page for Program Implementation](#)

- **[Manual](#)**
    - **[Consultant Selection Criteria](#)**

- **[AIC meeting schedule](#)**

- **[Consultant Evaluation Report](#)**