

# GUIDELINES FOR PROPOSALS FOR NEW ACADEMIC PROGRAMS

## **Step 1: Develop the proposal.**

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New program proposals will be evaluated according to several criteria, including the following:

- The fit of the proposed program with the university's purposes as codified in the University's Mission Statement. The program itself should have a mission statement, reflecting those of the department and the University. .
- The extent of opportunities for students to achieve key learning outcomes, like professional skills, critical thinking skills, cultural competence, effective communication, and social responsibility. The program's key learning outcomes should be listed.
- The degree to which the proposed program exploits AUC's comparative advantages.
- The relevance of the proposed program to global trends and career opportunities.
- The scope of innovative elements not available at other institutions in Egypt.
- The demand for the proposed program, among students, employers or other constituents. This demand should be substantiated by evidence in the form of student surveys, alumni surveys, focus groups, letters of support from potential employers and/or employer surveys, letters of support from prominent academics or professionals in the field.
- The existence of opportunities for collaboration within AUC and with other institutions.
- The financial viability of the new program at maturity. The availability of budget for faculty, instruction equipment, space, and library resources must be addressed.

## **Step 2: The chair of the department proposing a new program should meet with the Dean of the School and the Provost to secure preliminary authorization to prepare a full proposal.**

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**Step 3:** Contact Institutional Research to develop additional data for the evaluation of the program, including the following:

- Tuition revenues, if any, from additional students
  - Estimated overall cost for the program
    - Costs for new faculty/staff
    - Library resources
    - Computing resources
    - Laboratory facilities and equipment
  - Budget for phases of implementation
  - Funding opportunities for support of the program
  - Space needs (administrative as well as instructional)
  - Ratio of FTE students to FTE faculty
  - Other
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**Step 4: Once the department, in consultation with IPART, deems the proposal to be feasible, the academic merits of the program should be assessed both by the full department and by the School dean, in consultation with appropriate School authorities.**

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**Step 5: If appropriate, the School dean should then convey the proposal to the Provost. All proposals will be thoroughly discussed in the Provost's Council.**

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**Step 6: The Provost will convey the proposal, with a brief report of the discussion of the Provost' Council and his or her endorsement to the University Senate for consideration.**

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Step 7: The recommendation of the Senate will be sent to the president. If approved by the president, the program proposal will be sent to the Board of Trustees, the Supreme Council of Universities and the Middle States Association, as required.

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## **SUGGESTED FORMAT FOR NEW ACADEMIC PROGRAM PROPOSALS**

### **Executive Summary:**

### **Introduction:**

### **Rationale:**

- Why is this program important to AUC?
- Distinguishing characteristics – what makes this program different from other programs in the field?
- Fit with the University's mission.
- How does this program build on existing strengths? How does it complement existing programs?

### **Mission and Goals**

### **Key Learning Outcomes**

### **Description of the Program:**

- Briefly describe the program and curriculum, with course descriptions.
- Include a curriculum map, mapping courses with key learning outcomes.

### **Demand for the Program:**

- Enrollment patterns.
- What similar programs have been introduced in the region in the past five years?
- What characteristics of your program provide a competitive advantage against other programs in the region?
- To what extent is the program's field of study remaining viable? How is the environment changing in a way that will affect demand?
- Evidence (surveys, letters, etc.)

### **Career Opportunities for Graduates**

### **Comparable Programs in Other Universities**

### **Potential Collaboration:**

- Linkages, collaboration agreements with institutions outside the university
- Interdisciplinary courses or collaboration with other university programs
- External grants

### **Resources Required:**

- Additional labs, faculty, staff, library resources