

Bradley University

New Program and Initiative Approval Process

STEP 1: Concept, Idea, or Initiative Brought Forward to the Vice President for Strategy and Innovation

- (a) Senior Leadership (Vice President)
- (b) College, School, Department, Office, or Program (Deans, Chairs, Directors, Faculty, and Staff)
- (c) Center or Institute (Director)
- (d) Other

STEP 2: Proposal Submission is Completed

- (a) *Program and Initiative Proposal Question Set* Completed by Champion or Key Stakeholder in consultation with the Vice President for Strategy and Innovation.
- (b) Champion or stakeholder works with the Assistant Vice President for Budgeting and Planning to develop one-page financial statement

STEP 3: Appropriate Dean or Vice President Signs Off on Proposal

- (a) Dean or Vice President reviews overall proposal
- (b) Approval is placed in writing before concurrent review process commences

STEP 4: Concurrent Review

- (a) Vice President for Strategy and Innovation forwards finalized proposal package – completed question set, financial statement, and dean or vice president endorsement – to the President, Provost, and COO/CFO.
 - (b) Provost reviews and approves/rejects from an academic perspective
 - (c) COO/CFO reviews and approves/rejects from a financial perspective
 - (d) President reviews overall proposal from a university perspective
- Note: President, Provost, and COO/CFO must all approve for proposal to move forward.*

STEP 5: Provost Issues *New Program Approval Form* (assuming an academic proposal involving curriculum succeeds through Step 4)

- In addition to the issuance of the aforementioned form, the Personnel Review Committee must sign off on all faculty and staff employment searches.
- Responsible parties of approved non-academic initiatives or champions of approved academic initiatives that do not involve curriculum are informed in writing that they may proceed to plan or to implement.

STEP 6: Academic initiatives involving curriculum move to the Curriculum and Regulations (C&R) review and approval process.

- (a) College-level Review
- (b) University-level Review
- (c) Final University Senate Approval
- (d) Implement Approved Program