

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
FACULTY SENATE

Senate Document Number 4313S

Date of Senate Approval 03/21/13

Statement of Faculty Senate Action:

FWDC document 4: Program Procedure Changes (Faculty Handbook [5.4.2 Program Changes](#))
IDC document 2: Document Implements [SD0512F](#) (IDC 1)

Effective date: Immediately

Summary:

This document consolidates the UNC Asheville procedures for the establishment of programs into one location within the Faculty Handbook.

Rationale:

Background/Rationale.

This document is simply to implement [SD0512F](#)

Under 5.4.2 Program Changes

Remove all text after the 1st paragraph (remove number items and replace) to Substantive Change Notification Required for the Southern Association of Colleges and Schools (SACS) (SD7311S)

Replace with:

1. The planners of the new academic initiative consult with the Department Chair or Program Director, appropriate Academic Dean, and Provost regarding the basic concept, alignment with University mission, and general resource requirements. For example, will the proposed initiative require new faculty/staff resources or use existing resources?
2. Once approval to proceed has been granted by the Provost (in consultation with the appropriate Academic Dean), *Appendix A: Request for Authorization to Plan a New Degree Program* should then be completed. This downloadable document is found at the following website: http://www.northcarolina.edu/aa_planning/degrees/index.htm At this time, it is recommended that the UNC-Asheville Director of Institutional Research be consulted for the purpose of enrollment projections, identifying similar programs and enrollment trends, determining the appropriate Classification of Instructional (CIP) code, responding to accreditation issues, and preparing the document in the appropriate format.

3. Once the *Request for Authorization to Plan* is completed, it is submitted to the appropriate Department Chair(s) or Program Director(s) and Academic Dean for review.
4. The *Request for Authorization to Plan* is submitted to the Institutional Development Committee (IDC) for approval and announcement to the full Faculty Senate.
5. If approved by IDC, the document is submitted for final approval to the Provost, who will then submit it to the Chancellor, whose signature is required for submission to UNC General Administration. Authority to approve the *Request for Authorization to Plan* resides with the UNC Senior Vice President for Academic Affairs.
6. After UNC General Administration has approved the *Request for Authorization to Plan*, UNC-Asheville has 4 months to prepare and submit *Appendix C: Request for Authorization to Establish a New Degree Program*. This downloadable document is provided on the website linked above. If the *Request for Authorization to Establish* is not submitted within 4 months, authorization to plan will expire.
7. Once the *Request for Authorization to Establish* is completed, the appropriate Department Chair or Program Director and Academic Dean review this document.
8. The *Request for Authorization to Establish* is then submitted to APC, who will receive input from IDC on any concerns that were raised in step 5 (above). The APC review is limited in that the curriculum may not be fully formed at this point.
9. After approval of the Faculty Senate, the *Request for Authorization to Establish* document is submitted to the Provost for final approval and the signature of the Chancellor.
10. The UNC Senior Vice President for Academic Affairs will review the *Request for Authorization to Establish* and make a recommendation to the Board of Governors Planning Committee. The full UNC Board of Governors will vote on the request.