

UNIVERSITY OF WASHINGTON, TACOMA NEW UNDERGRADUATE PROGRAM REVIEW PROCESS

The review process for new programs at UW Tacoma is designed to ensure that:

- the program is academically sound
- it fits the mission and priorities of the institution
- the university is financially able to launch and sustain it

NOTE: Feedback is given to the proposing faculty/unit at each step and must accompany the PNOI and full proposal through all review steps.

NOTE: With the addition of Northwest Commission on Colleges and Universities (NWCCU) review, plan implantation of program a minimum of two years out. (i.e. If beginning step 1 in spring 2017, plan to implement no sooner than Fall 2019.)

Process Steps

To be used along with [flowchart](#) (correlates with step number)

1. DEAN/DIRECTOR & FACULTY – NEW-PROGRAM IDEA REVIEW

New program ideas created by faculty are reviewed* by Dean/Director and if approved, can be developed as PNOIs.

*Program in line with long-term plan?

2. COMPLETE PNOI CONTENT

Faculty complete [coversheet](#) and the content of the PNOI required within the [PNOI Instructions](#)

3. STAKEHOLDER FEEDBACK ON PNOI

Faculty solicits and gathers stakeholder feedback to move forward with the PNOI. Use [Stakeholder Feedback Form](#).

4. PRELIMINARY BUDGET WITH FINANCE

Faculty meets with Finance to develop the preliminary budget based on the PNOI Anticipated Resource Needs and stakeholder feedback.

5. COUNCIL OF DEANS & DIRECTORS (D/D) PNOI REVIEW & COMMENT – *meets monthly*

- Dean requests to add PNOI to D/D meeting agenda
- PNOI file now includes: PNOI coversheet & content, stakeholder feedback, and preliminary budget
- The PNOI is reviewed with respect to demand, resources, fit with mission, competition and collaboration within UWT, and relationship to portfolio of campus offerings
- Comments sent to proposing faculty & their Dean or Director. Comments added to Stakeholder Feedback Form.

6. EXECUTIVE BUDGET COMMITTEE (EBC) PNOI REVIEW & COMMENT – *meets monthly*

- EVCAA adds PNOI to EBC meeting agenda
- PNOI file now includes: PNOI coversheet & content, stakeholder feedback, preliminary budget, and D/D comments (within Stakeholder Feedback Form.)
- The PNOI is reviewed* for financial viability including required investments, revenues and costs, anticipated size and sustainability, and priority relative to other budgetary demands. *Is budget in-line with long-term campus plan?
- Comments sent to proposing faculty & their Dean or Director. Comments added to Stakeholder Feedback Form.

7. ACADEMIC POLICY CURRICULUM COMMITTEE (APCC) PNOI REVIEW/ COMMENT – *meets monthly*

- Faculty submits PNOI to APCC meeting agenda
 - PNOI file now includes: PNOI coversheet & content, stakeholder feedback, preliminary budget, D/D comments, EBC comments (within Stakeholder Feedback Form.)
 - The PNOI is reviewed for curriculum content and rigor, program structure, fit with other curricular offerings, and more generally the human and financial resources required.
 - Comments sent to proposing faculty & their Dean or Director. Comments added to Stakeholder Feedback Form.
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UWT Academic Affairs notifies UW of PNOI. Tri-Campus Notification and Comment Period.
Include feedback from Tri-Campus Notification and Comment Period on [Stakeholder Feedback Form](#).

8. FACULTY DEVELOP FULL PROPOSAL (Form 1503)

Based on feedback from Stakeholders, D&D, EBC, APCC, faculty decide whether to proceed with a full proposal. If they develop a full proposal, they continue the following steps.

9. STAKEHOLDER SIGN-OFF ON FULL PROPOSAL

Faculty circulates full proposal (which includes all previous comments and the proposer's responses) to stakeholders for sign-off. Signatures and any further comments are added to the Stakeholder Feedback Form.

10. ACADEMIC UNIT FULL PROPOSAL REVIEW & APPROVAL

- Faculty submits full proposal to unit meeting agenda (i.e. faculty council, curriculum committee, etc.)
- Full proposal includes all previous comments, the proposer's responses, and stakeholder sign-off
- Faculty vote for approval; dean/director signs full proposal form (1503)
- Any comments are sent to proposing faculty & their Dean or Director. Comments added to Stakeholder Feedback Form.

11. COUNCIL OF DEANS, DIRECTORS, & EVCAA FULL PROPOSAL FINAL REVIEW – *meets monthly*

- The full proposal, including all previous comments, the proposer's responses, and stakeholder sign-off, is reviewed according to the criteria listed in step 5
- Any comments are sent to proposing faculty & their Dean or Director. Comments added to Stakeholder Feedback Form.

12. APCC FULL PROPOSAL REVIEW & APPROVAL – *meets monthly*

- The full proposal, including all previous comments, the proposer's responses, and stakeholder sign-off, is reviewed according to the criteria listed in step 7.
- Any comments are sent to proposing faculty & their Dean or Director. Comments added to Stakeholder Feedback Form.

13. EVCAA FULL PROPOSAL REVIEW & APPROVAL

Final review of proposal considering all feedback and the current situation. If approved, the full proposal advances through remainder of UW process in **Seattle.

**If approved, academic unit sends the full proposal to the UW Curriculum Office.

The UW Curriculum Office posts the full proposal for Tri-Campus Review (15 days).

If the full proposal receives comments during Tri-Campus Review, the academic unit will address the comments in a memo to accompany it forward.

The UW Curriculum Office coordinates the Provost, Regents, and President review and approval.

The approval process for NWCCU will begin after approval is received from the Board of Regents, and it will take a minimum of 75 day. The Academic Unit will be required to pay a \$300 fee for the review.

The NWCCU process is coordinated by the UW Tacoma Associate Vice Chancellor for Undergraduate Affairs in conjunction with UW Seattle.