Approval Process for Academic Unit Changes Rollover Image Guide [Jan. 22 Draft]

Program Review Process

Proposal owner (typically, a college) submits proposal

Academic Affairs (ACAF) Office <link> Conducts Initial Review of Proposal

Academic Planning Advisory Committee (APAC) <link> Reviews Proposal

Does proposal affect graduate programs?

[Yes] 
Graduate Council Programs, Curricula, and Courses Committee <link> Reviews Proposal (depending on the nature of the proposal, the Graduate Council <link> may also review the proposal)

[No] 
Senate Programs, Curricula, and Courses Committee <link> Reviews Proposal

See next page

Rollover Image 1: Proposal owners are typically colleges, who advance program changes that are first suggested by faculty members, but proposal owners can also be campus-wide ad-hoc campus review committees, or ideas may come from the Provost. Proposals are structured plans that respond to opportunities (such as market demands for new programs) or challenges (such as budget reductions).

Rollover Image 2: The initial review ensures that the proposal complies with University, University System, and Maryland State policies, and follows the guiding principles set forth in the University’s strategic plan. ACAF will return the proposal for revision or stop the proposal if it is not in compliance with stated policies or is not aligned with the strategic plan.

Rollover Image 3: A closer look: APAC and Proposals to Change the Structure of Academic Units

If there is a proposal to change the structure of an academic unit (such as a reduction, consolidation, transfer or discontinuance of a college, department, or program), APAC will hold a meeting with the affected unit (including faculty, staff, and students), then write a report and forward its recommendations to the Provost. The Provost will then forward the APAC report, along with a report of his or her own, to the President. The President will then decide whether the proposal should continue through the review process.

Rollover Image 5: The Graduate Council provides another level of review for any proposal that would alter the University’s inventory of graduate program offerings, which is kept on file by the Maryland Higher Education Commission.

Rollover Image 6: A closer look: The committees’ review process

Each committee (including the Graduate Council) will either recommend the proposal for further review or return the proposal to the proposal owner for revision.

Two options: Proposal owner withdraws proposal or revises

[Proposal owner revises] [Proposal owner withdraws proposal]

[Proposal returned for revision]

[Proposal Recommended]

Proceeds to next committee review
The full senate will debate and vote on whether to recommend the proposal at an open meeting. Senate members can speak before or against the proposal or invite non-senate members to speak before or against the measure.

Although the President has the authority to consider a proposal not recommended by the Senate, he or she will do so only in extreme circumstances.

The President has the ultimate authority to approve or disapprove a proposal, but will rely heavily on the opinions that emerge in the review process before making the approval decision.

In some cases, such as the discontinuance of an academic program, the USM Board of Regents has delegated approval authority to the Chancellor. For any proposal that would add a new academic program or change the structure of a college or department, the Board of Regents will review the proposal.

If the proposal is a new academic program, MHEC will review proposal to see if it complies with state regulations and also will provide other universities and colleges in the state of Maryland with an opportunity to express an objection to the proposal.