





## A. Review and Approval Processes

1. The review and approval processes have three aims:
  - a. To communicate the new program/offering to the University community through the internal governance structures on campus.
  - b. To provide helpful comments to those involved in the development of the new degree-granting program.
  - c. To prepare the Provost to recommend new program proposals to the New Jersey Presidents' Council (NJPC) which, in turn, recommends new degree-granting programs to the Office of the Secretary of Higher Education (OSHE).

## B. Internal Review

### **Step 1: Deans Council Review**

The Deans Council is the first recommending body in the internal review process because the creation of new degree-granting programs can affect faculty and programs/offerings in multiple Schools. The academic Deans will provide feedback to those proposing the new degree-granting program regarding duplication, competition, potential stress on faculty and programs, limits to increasing enrollment in courses/programs, etc. This step is to provide background, support, and create awareness of potential issues before the proposal moves forward to the Academic Programs and Planning Committee of the Faculty Senate. The Provost and the academic Deans may request additional documentation during this part of the process, including a study of labor market and regional demand for the program.

All new programs and offerings should have the appropriate School Dean's support, as well as letters of support from all academic Deans and program faculty affected by the new program (i.e., Dean of the School housing the program, Deans of Schools with programs impacted by the new program, and the faculty members of impacted programs). If a new degree-granting program requires new faculty lines, the letter from the Dean housing the program should include a statement that indicates, the letter from the Dean housing the program should

revise the proposal after the first reading and in preparation for the second reading, before the proposal moves to the full Faculty Senate for review.

After completing its review, the APP Committee will include a summary of the proposal, and strengths and weaknesses, in its monthly report to the Executive Committee of the Faculty Senate.

**Step 3: Faculty Senate Review and Provost Council Review**

Faculty Senate review and Provost Council review can occur concurrently.

Faculty Senate Review

The Faculty Senate is a recommending body. Its role is to assist those developing new program proposals and offer helpful guidance about new program content and formatting during the internal shared governance process. The Faculty Senate Executive Committee reviews the proposal and any comments forwarded from the Chair of the APP Committee and decides whether to put review of the proposal on the Committee

Based on input from the Faculty Senate and Provost Council, the Provost will decide whether to present the new program proposal to Cabinet and President for additional consideration.

If, following Cabinet and Presidential review, the Provost recommends the new degree-granting program, the staff in the Office of the Provost prepare a resolution and executive summary for an upcoming Board of Trustees meeting.

The Provost can also not recommend the new degree-granting program. In that case, those proposing the new program can continue to work on the proposal and resubmit at a step in the process indicated by the Provost, or











1. Timeframe: There is no specific timeframe for change or consolidation.
2. Initiation: Program faculty members, the President, Provost, or academic Deans may initiate a meeting with all relevant stakeholders to discuss program change or consolidation. A representative from the program faculty notifies the APP Committee of the Faculty Senate about this meeting for informational purposes. The Dean notifies the Provost and Provost Council of this meeting for informational purposes.
3. Multi-Program Meeting: When change or consolidation involves decision-making by more than one program, faculty members of the affected programs meet to discuss possible types of change or paths to consolidation.
4. Vote: Program faculty vote by simple majority to recommend change or consolidation, unless the program bylaws specify other procedures for voting on change or consolidation. If a majority of faculty members vote for change or consolidation, this procedure advances to the Dean. If a majority of faculty do not vote for change or consolidation, the faculty meet with the Dean to consider other options.
5. Acceptance or Rejection: The Dean may reject or accept a program faculty vote to change or consolidate a program. If the Dean and the faculty disagree, the Dean meets with faculty to consider other options. The Dean also notifies the Provost and the Provost Council of the outcome for informational purposes.

The Provost may accept or reject the Dean's recommendation for change or consolidation. If the Provost rejects the recommendation, the Dean and the faculty meet with the Provost to consider other options.

6. Implementation: Program faculty work with the Dean and other administrative units to implement the best program change or consolidation options. The Dean will provide assistance to the faculty in accordance with the Master Agreement and all local agreements in p/7ss vvi71c allmemeW\* 0 0 1101(a)-3(II)ememeW

### C. Closure

Program faculty and/or the Dean may consider program closure as a final resort, if suspension of the program or change/consolidation are not viable options.

1. Timeframe: There is no specific timeframe for closure.
2. Initiation: Program faculty members, the President, Provost, or academic Deans may initiate a meeting to discuss program closure. For informational purposes, a representative from the program faculty notifies the APP Committee of the Faculty Senate of this meeting while the Dean notifies the Provost, Deans Council, and Provost Council of this meeting.
3. Vote: Program f

8. President Level: The President maintains final authority regarding closure of a program and may accept or reject a recommendation from the Provost for closure of a program.
9. Detailed Plan: If a program closes, the program faculty and Dean draft a detailed plan for future roles of all faculty or staff currently considered to be part of that program. In addition, the program notifies faculty and staff of the plan for closure. All parties recognize the critical importance of the closure plan for affected faculty and staff and the significance of ensuring them the opportunity to continue employment with Stockton University. Each affected faculty and staff member, in accordance with Master and local agreements, has the opportunity to move to a similar position in another program or academic unit.
10. Notification: When the Provost receives the plan for closure, the Provost notifies all appropriate administrative offices, including the Office of the President, the Board of Trustees Academic Affairs and Planning Committee, Enrollment Management, the Center for Academic Advising, Financial Aid, Human Resources, as well as the Deans and faculty of affected academic programs, the Office of the Registrar, and the Office of Institutional Research.
11. Board of Trustees Decision: The Board of Trustees has the opportunity to review the plan for closure and decide to accept/not accept the plan. After the Board of Trustees makes its decision, the Provost notifies the Academic Issues Committee of the New Jersey President's Council of the Board of Trustees' decision and forwards the Board of Trustees' signed resolution regarding closure.
12. Workload: Faculty continue to teach and precept, as they have in the past, while the