



## **AC-A-02.V02: NEW ACADEMIC PROGRAM POLICY**





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**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

### 1. PURPOSE

The purpose of this policy is to establish guidelines for initiating new academic programs.

### 2. POLICY DESCRIPTION

Academic programs are the foundation of a University to meet its vision. HBKU, in its aspiration to be a top-ranked University, must institute academic programs that strategically contribute to the vision of the University. This policy outlines the guidelines for proposing a new program and the review process for such a program.

#### 2.1 DEFINITIONS

- **Board of Trustees (BOT):** The Board of Trustees is the supreme authority of the University.
- **University Academic Programs and Studies Committee (UAPSC):** Appointed by the Provost to advise the University about policies and procedures relating to undergraduate and graduate academics, including polices, curriculum and new programs.

#### 2.2 POLICY STATEMENTS

1. College Deans may submit proposals to establish new academic programs that must be consistent with the University's mission.
2. Interdisciplinary programs between colleges, or new programs that require resources or courses from another college, must include an MoU between the colleges stipulating the sharing of resources and program management plan.
3. Two-phase proposals (preliminary and comprehensive) following the University templates are required. Proposals must meet the approval of the department/program faculty, College Curriculum Committee, and College Dean before submission to the Provost.
4. The UAPSC shall review both proposals and make a recommendation to the Provost.
5. The BOT's approval is required to proceed from Phase 1 (preliminary) to Phase 2 (comprehensive). The time between an approved preliminary proposal and the comprehensive proposal submission should not exceed one academic year.
6. The UAPSC shall solicit at least three external reviewers who are experts in the field to provide expert advice on the comprehensive proposal. The reports of the reviewers and the University UAPSC report shall be submitted to the Provost.
7. Proposals endorsed by the President shall be submitted to the BOT for approval.
8. Unless stipulated otherwise, programs approved by the BOT should be implemented no later than one academic year from the approval date.
9. New programs must commence with the start of the academic year.
10. The UAPSC shall establish deadlines for the submission of Phase 1 and Phase 2 proposals such that it coincides with the BOT meetings.





**3. RESPONSIBILITY/SOURCE/AUTHORITY**

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee, endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

**3. 1 COMMUNITY SHOULD KNOW THIS POLICY**

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

**4. UPDATES**

SUMMARY OF CHANGES		
Date	Section	Change

**5. ACCOMPANYING PROCEDURE**

New program initiatives are a two-step process. First, the program submits a preliminary proposal using the template. The preliminary proposal will go through an internal review process whereby the UAPSC will review it and provide feedback to the Provost. The Provost submits his endorsement to the President. Approved proposals will need BOT preliminary approval.

Second, upon passing the internal review process, the program may be required to develop a full proposal using the provided template. The full proposal will go through an internal and external review process according to the guidelines below. The UAPSC will communicate with external reviewers. Upon completing the review process, the Provost will communicate the review results to the President.

**Internal Review Guidelines**

**I. Completeness and Thoroughness of the Proposal**

1. Does the proposal address all sections according to the template?
2. Do the proposal sections include enough description in each section for a reviewer to render an opinion?
3. Are the admission and graduation requirements in line with University policies?

**II. Strategic Plan for the Program**

1. Does the proposal include a strategic plan?
2. Does the proposal provide a sense of mission?
3. Does the strategic plan align with the University’s plan?
4. Does the proposal present a strategy for sustaining the program?
5. Is the program in line with the college’s strategic plan?

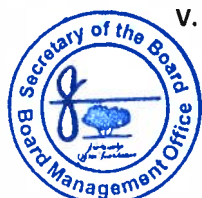
**III. Adequacy of Resources**

1. Does the proposal list the number of faculty who will contribute to the program? Are there enough fulltime employees (FTEs) to support the planned enrollment goals?
2. Does the proposal present adequate resources for the planned population at a steady rate?
3. Is there potential for sharing resources with other existing programs?

**IV. Program Justification**

1. Does the proposal present a solid case?
2. Does the proposed program have an impact on other existing programs?

**V. Other comments to improve the proposal**





**External Review Guidelines:**

**I- Mission – Objectives – Learning Outcomes**

1. Is the proposed program appropriate and in line with international standards?
2. Does the proposed program present an adequate strategic plan?
3. Is the program mission's clear and attainable? Is it in line with college and University mission statements?
4. Are the program objectives clear and attainable?
5. Are the proposed student learning outcomes (program-level learning outcomes) adequate for the program?
6. Are student learning outcomes clear and measurable?

**II- Program Design**

1. Is the design of the proposed program in line with international standards?
2. Are the concentrations (if applicable) in line with international standards?
3. Are the proposed areas adequate for the program?
4. Are proposed courses in the program appropriate?
5. Are the bridging courses (if any) adequate/appropriate to the program?
6. How well does this program take into account the latest trends in the discipline?
7. To what extent do the proposed course offerings represent a broad, well-integrated advanced knowledge of the discipline?
8. Do the content and design of the proposed curriculum enable students to achieve the intended learning outcomes?
9. Does the proposed program ensure currency and relevancy of theories and practices in the discipline?
10. To what extent does the proposed program present a coherent structure that is comparable to similar international and accredited programs offered at other universities?
11. Are course contents detailed in the course descriptions and appropriate for the program?
12. Do you recommend adding any new courses or curriculum components to the proposed program and any of the concentration areas?
13. Do you recommend removing or revisiting the description/contents of any of the courses proposed in the curriculum?
14. Do co-requisite and prerequisite requirements reflect the needs of the program's curriculum and ensure coherence in sequencing and linkage between and among courses?
15. Are there any other curriculum resources that the program should take into consideration?
16. Does the program's design and research plan encourage interdisciplinary learning.

**III- Program Length**

1. Is the proposed program's required number of credit hours in line with international standards?
2. Is the distribution of credit hours among the different curriculum components of the program appropriate and in line with international standards?

**IV- Program Assessment and Evaluation**

1. Are the program's proposed assessment and evaluation plans sound, complete and in line with international standards?
2. Will the proposed assessment methods and activities be effective in measuring the defined program-level learning outcomes and in providing sufficient evidence of student performance and attainment of these learning outcomes?
3. Is the thesis supervision scheme appropriate for the program?
4. Are the program plans for seeking accreditation appropriate? If applicable, is the proposed program in compliance with the requirements and standards defined by the accreditation





agency?

**V- Students - Faculty and Staff**

1. Are the program's student enrollment projections adequate for the program?
2. Are student admission and graduation requirements adequate and in line with international standards?
3. Is the proposed number of faculty and support staff appropriate to support the program and each of the concentration areas offered by the program?
4. Are faculty credentials and qualifications appropriate to support the program, to cover all courses, to supervise student research work, and to satisfy other program requirements?
5. Is the number of graduate faculty with supervisory status adequate to support the projected enrollment? What would be an appropriate student to faculty ratio?
6. Does the program provide an enriching experience for students?
7. Does the program empower students with cutting-edge education and skills necessary for global competitiveness?
8. Do the faculty have satisfactory scholarly outcomes in the program's field of specialty?
9. Does the program offer students the skills necessary to succeed in today's global market?

**VI- Program Resources**

1. Is the expected student enrollment in line with faculty needs and/or existing resources?
2. Are the facilities and equipment (as detailed in the proposal) appropriate to support the program and each of the proposed courses as well as the research component of the program?
3. What important library resources, not mentioned in the proposal, are needed to support the program and each of the proposed concentration areas?
4. Are current research activities within the college as captured in the college research priorities and/or faculty resumes appropriate to support the program and each of the concentration areas?
5. If applicable, does the program have sufficient support from other related programs within the college/University or other institutions?
6. Does the program need new labs or core facilities that are not present at the moment?

**VII- Program Administration and Collaborative Arrangements**

1. Is the proposed administration structure appropriate for the program?
2. What are the typical collaborative agreements and arrangements that would be appropriate for the program and in line with international standards?

**VIII- Proposed Research**

1. Is the proposed research program complementary and attainable with the proposed course work and resources?
2. What would you recommend to strengthen and attain research recognition?
3. Is the collaborative agreement manageable?

**IX- General Feedback**

1. Please provide an overall evaluation of the proposed program and each of the proposed concentration areas.
2. Please indicate the proposed program's notable strengths and weaknesses.
3. Please provide general comments and recommendations for the program, including its relationship with internal and external stakeholders.
4. Please indicate your level of confidence in evaluating the overall proposal and each of the concentration areas.

Please identify and develop any issues and/or concerns you have with the proposed program and provide comments, general feedback and recommendations to help in further improving the program.





**HBKU Academic Policies Manual**

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Please feel free to address any aspects of the proposed program, not covered in the above guidelines, which you think needs to be addressed.

**6. DOCUMENTS**

