

Sample Timeline for Developing a New Academic Program at UNC Chapel Hill

DOCTORAL and FIRST PROFESSIONAL

It is expected that prior to beginning any formal planning, the program will consult with The Graduate School to discuss the proper procedures and documentation necessary for a successful academic planning process.

Phase I: Authorization to Plan

#	TASK	Timeframes
1	Request for Authorization to Plan (RP) proposal developed and approved by program	
2	RP reviewed and approved by Dean of School/College	
3	Submit RP to Graduate School Dean's office	
4	RP reviewed by Graduate School's Academic Policy Committee	Meets 4x annually
5	Committee's recommendation goes to Administrative Board of the Graduate School for approval	Meets 3x annually
6	If approved by Graduate School, revised RP is forwarded to Provost's Office for review	
7	Provost reviews RP and reports on progress to Faculty Council	Meets monthly
8	Provost reviews RP and recommends Chancellor approval	
9	Chancellor endorses RP and reports on progress to Board of Trustees	Meets 6x annually
10	Chancellor submits approved RP to SVP for Academic Affairs at UNC-GA	
11	RP reviewed by UNC-GA in consultation with full Graduate Council	Meets 2x annually
12	If approved by UNC-GA, RP is submitted to BOG Committee on Educational Planning, Policies & Programs for discussion and approval	Once annually

Phase II: Authorization to Establish

#	TASK	Timeframes
1	Request for Authorization to Establish (RE) proposal prepared based on feedback from various levels of review; finalize plans for courses, faculty, and resources; receive approval by program	Must be submitted 2 yrs from RP approval
2	RE reviewed and approved by Dean of School/College	
3	Submit RE to Graduate School Dean's office for Academic Policy Committee and Administrative Board of the Graduate School approval	Meets 4x/3x annually
4	If approved by Graduate School, revised RE is forwarded to Provost's Office for review	
5	Provost reviews RE and reports on progress to Faculty Council	Meets monthly
6	Provost reviews RE and recommends Chancellor approval	
7	Chancellor endorses RE and submits five copies to SVP for Academic Affairs at UNC-GA; also provides progress report to the Board of Trustees	
8	RE reviewed by UNC-GA in consultation with full Graduate Council	Meets 2x annually
9	If approved by UNC-GA, RE is submitted to BOG Committee on Educational Planning, Policies & Programs for endorsement and recommendation to full BOG	
10	Authorization to Establish granted by Board of Governors	