

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: ACADEMIC PLANNING PROPOSALS

ORIGINAL DATE: December 2005

LAST REVIEW/REVISION DATE: February 2017

POLICY: Academic planning proposals must include information sufficient to permit a thorough review and analysis of the proposal. Planning proposals generally fall into two categories: (1) proposals for new or expanded programs (degree programs, majors, areas of concentration, certificate programs and minors), and (2) proposals for program termination.

PROCEDURE:

Academic planning proposals including creation, termination, or significant modification of degree programs, majors, certificate options, minors and areas of concentration should be developed in accordance with the University's Guidelines for the Review of Academic Planning Proposals [<http://www.academic.pitt.edu/pb/proposal-guidelines.htm>]. If the proposal is for an online program, contact the Director of Next Generation Learning at the University Center for Teaching and Learning for a copy of the proposal guidelines.

Faculty will develop a proposal. The faculty member should meet with the Assistant Dean for Administration to develop the projected budget and 3-year impact of the program. The completed proposal is sent to the department chair for review.

The department chair will present the proposal to the Dean's Council for discussion and decision. If approved by the Dean's Council, the faculty member will present the proposed program to the appropriate Council. If the Council approves it, the Council Chair will forward the proposed curriculum to the School Curriculum Committee for approval. After the School Curriculum Committee approves the curriculum, the proposal will be sent to staff support person for the Total Faculty Organization (TFO) who will place it a meeting agenda. The faculty member will present the proposal at TFO. If TFO approves the proposal, the support person will send it to the School's Planning and Budget Committee. The School Planning and budget Committee reviews the proposal's budget and its consistency with the School's overall strategic plan. Once approved by the School's Planning and Budget Committee, the staff support person will send the proposal to the Senior Vice Chancellor's Health Sciences Planning and Budget Committee for review and approval. Following approval by this committee, the Dean will submit the proposal to the appropriate University Committee (PACUP [undergraduate] or UCGS [graduate]).

Following approval by PACUP or UCGS and the Provost, the appropriate Associate Dean will submit a proposal to the State Board of Nursing if their approval is required prior to implementation of the proposed program. The Dean will notify CCNE and, if appropriate, the agency accrediting the program being started, revised or terminated.

Approved by Dean's Council: 12/2005, 4/2015, 02/2017

Revised by Dean's Council: 04/2015, 02/2017

Flowchart for Approvals of Academic Planning Proposals for the School of Nursing -
Accompaniment to Policy 419 [see page 2]

Proposal for new or expanded programs or Proposal for program terminations

Proposals are developed according to University guidelines – found here: <http://www.academic.pitt.edu/pb/proposal-guidelines.htm>

