University of Pittsburgh

Health Sciences
School of Nursing

ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

**Archived policy.** Retained for reference; no longer in effect.

# Academic Planning Proposal

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| **Date Effective** | December 2005 |
| **Date Reviewed / Revised** | February 2024 |
| **Program Level** | Administrative |

**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, certificates, and minors), and (2) proposals for program termination. **PROCEDURE:** Academic planning proposals including creation, termination, or significant modification of degree programs, majors, areas of concentration, certificates, minors and should be developed in accordance with the University's Guidelines for the Review of Academic Planning Proposals. If the proposal is for an online program, contact the School of Nursing Online Coordinator and the Pitt Online liaison from the University Center for Teaching and Learning to alert them of the proposal. Faculty will develop a proposal. The faculty member should meet with the Associate 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-wide Curriculum Committee for approval. After the School-wide Curriculum Committee approves the curriculum, the proposal will be sent to staff support for the Total Faculty Organization (TFO) who will place it on 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 Associate Dean for Administration for approval. The proposal is put into the curriculum application, Curriculog, by the staff support for the School-wide Curriculum Committee. Once approved by the Associate Dean for Administration, the TFO staff support person will send the proposal to the Senior Vice Chancellor of the Health

Sciences Planning and Budget Committee for review and approval. Following approval by this committee, the Associate 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 Associate Dean will notify CCNE and, if appropriate, the agency accrediting the program being started, revised or terminated. *Attachment: Flowchart for Approvals of Academic Planning Proposals (PDF)*

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**APPROVAL & REVISION HISTORY**

Approved by Dean's Council: 12/2005, 04/2015, 02/2017
Revised by Dean's Council: 04/2015, 02/2017, 02/2024