Procedure for Approval of Short-Term Certificate Program

1. Documentation required
   o Academics
     – Program Document ("Curriculum") – see template
     – Syllabi for new courses in curriculum – see template
   o Budget form
   o Faculty Senate – also see Senate Guidelines
     – Summary
       + Statement of relevance to mission and strategic plan of University
       + Statement by SPHIS business office -- budget for program has been reviewed and supporting income is available and equals expenditures
       + Statement of anticipated enrollment – including description of the derivation of estimate
       + Statement of admission process – including clearly articulated requirements and decision-making
       + Analysis of curriculum -- Does the curriculum follow a logical sequence and do the course credits sum to appropriate program requirements?
       + Statement of human resources -- Are adequate faculty resources committed and available to deliver proposed curriculum and are sufficient staff and advising resources available to support it?
       + Statement of evaluation criteria -- Are there appropriate and quantifiable evaluation criteria for assessing the success of the program?
     – Letters of support from Dean and participating Department Chairs
     – Library letter -- including detailed analysis of available resources to support program as well as anticipated future needs (and financial resources to accommodate them)
   o CPE – documentation, confirmed by Bob Goldstein, indicates this is not required

2. Process – see also Program Approval Process
   • SPHIS
     o Dean’s Executive Committee (budget and resources)
     o Curriculum Committee (academics)
     o Faculty Forum (academics)
   • Library, Collections Development Office (resources for academics)
   • Office of Academic Planning and Accountability (academics, packaging for Faculty Senate)
   • Faculty Senate Committees – submitted by Associate Provost
     o Committee on Libraries (library resources)
     o Academic Programs Committee (academics)
       – Typically meets on the second Tuesday of each month
       – Proponents of the proposal must meet with the Committee
     o Planning and Budget Committee (relevance, budget)
       – Typically meets on the second Wednesday of each month
       – Proponents of the proposal must meet with the Committee
Short-Term Certificate Program Approval

- CPE 45-day public review – submitted by Associate Provost [checking to see if waived; I think it is]
- Faculty Senate – submitted by Associate Provost
- Board of Trustees – submitted by Associate Provost
  - Meetings usually occur on the second Thursday of the following months: February, April, June, September, and November
- Notifications by Associate Provost upon approval
  - SACS
  - CPE [perhaps not?]
  - Undergraduate Affairs
  - Registrar’s Office
  - Admissions Office
  - Dean of University Libraries
  - SPHIS