

NEW ORGANIZATIONAL UNIT DEVELOPMENT PROCESS

THE PROPOSAL

Department Creates Proposal

1. Choose the correct form:
 - a. **College/School/Department Proposal Form**
 - b. **Center/Institute Proposal Form**
2. Supporting Documents (e.g. Letters of Support)
3. **Budget Tables**
4. Cover Memo from Dean's Office

Submit Proposal to: curriculum@unomaha.edu

A meeting will be scheduled with Academic Affairs to discuss the proposal.

Enter proposal in **Program Management System**

ON CAMPUS REVIEWS

1. **Course, Programs, & Evaluations Committee** (if including graduate programming)
2. **Graduate Council** (if including graduate programming)
3. **Deans Approval**
4. **EPAC**
5. **Executive Leadership Team/Chancellor**

OFF CAMPUS REVIEWS

1. **NU Central (Provosts Office)**
2. **Board of Regents**
3. **CCPE**
4. **Higher Learning Commission (HLC)** (Pre-Approval required before advertising and implementation)

APPROVAL NOTIFICATION

Stakeholders Notified

Campus Notification (Registrar)

Add to Catalog (Catalog submission deadline March 1st. Catalog published July 1st)

Legend:

Program's Responsibility

On Campus Process

Off Campus Process