## New Organizational Unit Development

### Center Institute College School Department

#### THE PROPOSAL

1. **Create Proposal**
   - **College/School/Department Proposal Form**
   - **Center/Institute Proposal Form**
   - **Supporting Documents (e.g. Letters of Support)**
   - **Budget table - New Organizational Units**
   - **Cover Memo from Dean’s Office**

   **Submit Proposal to:** curriculum@unomaha.edu

   A meeting will be scheduled with Academic Affairs to discuss the proposal.
   *Should the proposal apply to graduate studies and/or digital learning they will also review.*

   **Enter Proposal in Program Management System**

#### Courses, Programs, & Evaluations Committee

- **Meets monthly (2nd Week) September - May**

#### Graduate Council

- **Meets monthly (1st Monday), September - May**

#### EPAC Review

- **Meets monthly (2nd Week) September - May**

#### Faculty Senate Review

- **Meets monthly (2nd Wednesday) September - May**

#### Executive Leadership Team/Chancellor

- **Meets weekly on Tuesdays**

#### On Campus Reviews

- **Deans Approval**

- **NU Central (Provosts Office)**
  - Sent by the Chancellor

- **Board of Regents**
  - Takes approximately 2 months to be approved

- **CCPE**
  - Takes approximately 1 to 3 months to be approved

#### Off Campus Reviews

- **Higher Learning Commission (HLC)**
  - Pre-approval required before advertising and implementation

- **Stakeholders Notified**

- **Campus Notification (Registrar)**

- **Add to Catalog**

  Catalog submission deadline March 1st. Catalog published July 1st.