

# BAYLOR

## UNIVERSITY

### **Guidelines for Submitting Proposals for New Majors, Secondary Majors, Minors, or Degrees for Administrative Approval**

After a proposal for a new major, degree, secondary major, or minor has been approved by the appropriate curriculum committees, a comprehensive proposal must be submitted to the Executive Vice President and Provost for approval. This proposal must include a detailed justification for the new program and an explanation of its relationship both to the overall academic program and to the mission of the University. If the proposed program will incur new expenses, a complete financial analysis of anticipated revenues and expenses, including a pro-forma prepared by the Budget Office, must also be submitted. This detailed justification of the proposed program does not necessarily have to be submitted at the preliminary review stage (see Proposal Routing Form for details), but it must be submitted prior to final review.

#### **Items to be Submitted**

##### **1. Cover sheet from the Curriculum Committee and Dean**

This form confirms the dates when the proposed major, secondary major, or minor has been approved by the school/college level curriculum committee and the Dean.

##### **2. The appropriate Proposal Routing Form(s)**

##### **3. Summary letter from Department Chair to Executive Vice President and Provost**

This letter should give a brief (1-2 page) overview of the new proposed major, secondary major, or minor, summarizing the rationale for the new program and the resources needed for it. This letter might include some or all of the following:

- A summary of the rationale for the program, including an explanation of how it fits into the overall academic program at Baylor, how it differs from programs currently offered, and how it supports the mission of the University.
- A statement that the department recommends the proposal.
- A summary of any feasibility study or other data collected to demonstrate the need and potential success of the proposed program.
- A summary of the anticipated student interest in the program and career or graduate school prospects for students in the program.
- A summary of the startup and operational costs (if any) of the program (faculty, facilities, equipment, etc.).

- A summary of any supplemental information that is being provided to support the proposal.

#### 4. Supporting Documentation

- An outline of the program, including its curriculum.  
This outline should indicate the required or elective courses in the major required courses outside the major, recommended electives, require credit hours, and other significant information that should be included in the catalog.
- Data on similar/competing programs within the state and nation (*not necessary for secondary major proposals*).
- Information concerning any new courses in the program, including:
  - Course titles and descriptions
  - Dates of approval by the appropriate curriculum committee(s)
  - Faculty who will teach the new courses
  - Other majors to which the courses would apply
- Surveys or other data collected to demonstrate need, student interest, career or graduate school prospects, or other factors that would indicate potential success of the program (*not necessary for secondary major proposals*).
- Descriptions of resources to support the program (*not necessary for secondary major proposals*):
  - Faculty
  - Library holdings
  - Physical facilities
  - Equipment
- A Financial Pro Forma (if new costs will be incurred).  
This financial pro forma will be prepared by the Budget Office in consultation with the department chair after the program has been approved by the appropriate school/college level curriculum committee and the Dean. The financial pro forma should clarify potential new revenues and expenses incurred by:
  - Increased enrollments
  - New faculty positions
  - Additional support staff
  - Increased library holdings
  - Increased physical facilities (laboratories, classrooms, offices, etc.)
  - Equipment needs