**Note, print on Legal size paper**

**Florida International University’s process for selecting programs to pursue.**

1. In the past, the list of BOG Programs of Strategic Emphasis acted as the primary driver of FIU’s new degree production. In 2023, the Board shifted its emphasis to consider as strategic those programs for which a significant labor demand exists in Florida. The determination of demand includes current degree production by all public and private colleges and universities in the state. Because “demand” will fluctuate, FIU will focus on developing new degrees that are innovative and that meet South Florida’s workforce needs, which are informed by our communication with industry. Note that colleges and schools can also efficiently meet industry/marketplace demand through FIU’s current curriculum approval processes: adding majors to existing degrees does not require Board of Trustees or Board of Governors approval.
2. FIU’s Annual Academic Degree Program list shared with the Board of Trustees (BOT) each June lists the degrees that will be designed and submitted for the next year. If the proposed degree is not on the list submitted by the college/school dean, it must be added to the list and re-shared with the BOT and sent to the Board of Governors (BOG) prior to proceeding.
3. FIU utilizes a shared governance approach in developing new degree programs. Degree proposals originate from academic units/colleges, proceed through the Faculty Senate curriculum process, and have final approval from the Office of the Provost.
   * 1. Departments, working with the college dean’s office, submit to the Office of the Academic Planning and Accountability the “New FIU Degree Pre-Proposal and Feasibility Study” which requires thorough documentation of the need and demand for the program.
     2. With FIU’s close ties to the South Florida community (which is 90% of the source of students), new degree programs must resonate with the work force demands of the areas. FIU faculty regularly engage in the community as well as the national professional arena and utilize information from various sources in determining opportunities for new degree programs.
     3. Given our strong faculty expertise, we look at the importance of our role as the urban research university that provides relevant programs for students at the bachelor, masters, and doctoral levels.

**How long does the process take from concept to final approval?**

a) See FIU Policy 350.010 and accompanying Procedure 350.010a Authorization of New Academic Degree Programs and Other Curricular Offerings at <http://policies.fiu.edu/record_profile.php?id=591>

b) Depending on the faculty urgency in initiating the degree, the process can be accomplished on a “fast-track” (one year for baccalaureate or master’s degree) or more even-paced effort (1.5-2 years). PhD programs require approval by the Board of BOG which considers new degrees only at its November (for Fall implementation) and June (for Fall of the next year implementation) meetings. Hence PhD degrees often take at least two years or longer for approval.

i) The required “New FIU Degree Pre-Proposal and Feasibility Study” requires feedback from the Council of Academic Vice Presidents (CAVP) Academic Coordination Work Group. However a number of steps can begin simultaneously as long as the program was included in the Annual New Degree Program list submitted to the BOG.

iv) From submission to the College, to the Faculty Senate is about one month for approval. The Faculty Senate process, including Curriculum Hearings takes on average six weeks.

v) The Academic Affairs approval involves the Graduate School (graduate programs) and the Office of the Provost. Depending on workload, this may take 4-6 weeks.

vi) BOT approval occurs at one of its next scheduled meetings, which by necessity for agenda approval, requires posting to BOT Committee members at least one month before the meeting.

vii) Baccalaureate and Master’s program proposals approved by the FIU-BOT are submitted to the Florida BOG Office of Academic and Student Affairs for consideration. The BOG normally takes about 2-4 months to add these degrees to the Academic Degree Inventory.

viii) As stated above PhD programs require approval by the BOG which considers new degrees only at its November and June meetings. Submission to BOG is four months prior to the meeting.

1. Recommended New Degree Timelines: twice a year submissions:

Fall CAVP for implementation in 1.5 years

* April submission by College Dean of BOG Annual Academic Degree Program list
* June Annual Academic Degree Program list submitted to FIU BOT
* July New FIU Degree Pre-Proposal and Feasibility Study completed (requires proposal author to be on summer contract)
* August New Degree Proposal completed for Bulletin #1 deadlines
* Oct./Nov CAVP Academic Coordination Work Group call
* Dec. BOT

Spring CAVP for implementation in 1.5 years

* Early fall submission by College Dean of BOG Annual Academic Degree Program list **update**
* December Annual Academic Degree Program list submitted to FIU BOT
* November New FIU Degree Pre-Proposal and Feasibility Study completed
* Feb./March CAVP Academic Coordination Work Group
* January New Degree Proposal completed for Bulletin #4 deadlines
* June BOT
* Spring Implementation

**New Academic Degree Program Request Process**

FIU adds Program to Annual Academic Degree Program List as information for BOT (June)

New FIU Degree Pre-Proposal and Feasibility Study is submitted to Academic Planning and Accountability

Rejected requests are returned to the department.

Office of the Provost reviews Proposal.

Program approved for implementation.

New program proposal submitted to the Board of Trustees for approval.

Provost confers with President to determine timeline of submission to BOT.

Request rejected.

New program proposal submitted to Academic Affairs for review and Office of the Provost.

Complete New Program Proposal and submit to College Curriculum Committee for approval.

New program submitted to Faculty Senate for approval.

New Program Proposal submitted to Dean for approval.

Unfavorable reviews are returned to college.

Graduate Programs submitted to Graduate Dean for approval.

Program works with Office of Academic Planning and Accountability and Academic Affairs Planning and Finance.

Academic unit plans and prepares New Degree Proposal Template

CAVP Academic Coordination Work Group Reviews Proposal.

Pre-proposal sent to BOG Council of Academic Vice Presidents (CAVP) Academic Coordination Work Group

New Bachelor’s or Master’s program submitted to BOG staff for review and addition to SUS inventory.

New Doctoral or Professional program submitted to Florida Board of Governors for approval.

Proposal returned for further modification.

Proposal rejected or returned for modification.

Proposal rejected or returned to BOT for modification.