AY 16-17
Academic Planning Framework
Process for Proposal Reviews

The process applies to all degree plans including majors, minors, certificates, and all graduate degrees. Please note that new academic plans must receive ABOR approval and approval through the established curriculum review process in order to be included in the academic catalog. Curriculum review should occur following full development of the degree plan and its courses and can occur in parallel with the planning framework process. Curriculum review process timelines can be found at: http://nau.edu/OCLDAA/Curriculum-Process/Timelines-Dates/

Input #1
Brief document (1-2 pg) that addresses the 3 filters (ref. planning framework):
• Positive impact on university priorities (strategic goals and performance)?
• Preliminary data to suggest a likelihood of true student demand or value to state?
• Any substantial legal, statutory, or political barriers?

Input #2
Full proposal that addresses the business plan and key analytics (ref. planning framework):
• Evaluation of program with respect to NAU Strategic Plan
• Inventory of similar programs
• Summary of projected student demand, workforce needs and estimated enrollments
• Consultation with external constituencies
• Review and summary of information on potential competitive advantage of program (marketing information)
• Estimate of lead time for implementation
• Resource needs
• Other considerations

1. Submit idea to Provost with copy to the VPAA (Use cover page template). Ideas may come from any part of the NAU community but should be routed through the Dean(s) of the College(s) likely to host the program.

2. PALC review for key filters (input #1) and recommendation for full proposal.

3. Provost appoints larger working group to develop full formal proposal utilizing Input #2 and proposal template. Members of this group: Grad dean for grad programs, Dean(s) of the college(s) where program might reside, department members where program will reside, other interested faculty.

4. PALC reviews full proposal (curriculum review may occur in parallel)

5. Identify (potential) sources of funding and other resources

6. Recommend proposal to President/Provost

7. Academic Strategic Plan (formal notification to ABOR)

* Please note that degree plans, minors and certificates must go through this process
** The Provost’s Office will track and document movement of each proposal through the process.