

General Timeline for Proposals

INFORMATION FOR PROPOSERS OF NEW PROGRAMS, INSTITUTES OR CENTERS:

1. Proposals should be submitted to the Provost Office for review. Completed proposals will be forwarded to the Faculty Senate Academic Programs Committee and Planning and Budget Committee. Proposal drafts must be submitted to the Faculty Senate Committees two weeks in advance of their meeting.
2. The Academic Programs Committee of the Faculty Senate typically meets on the second Tuesday of each month while the Planning and Budget Committee of the Faculty Senate typically meets on the second Wednesday of each month. Proponents of the proposal must meet with both Committees.
3. Proposals that do not fall in the Council on Postsecondary Education approved Program Band for UofL must be reviewed by CPE. The program proposal must undergo a 45day review that allows the other state institutions an opportunity to comment. After the review, the CPE may grant approval to proceed with the institutional process <http://apps.cpe.ky.gov/kppps/>. CPE approval does not guarantee a similar university response. The Office of the Provost will coordinate the CPE review process.
4. Completed proposals, following approval by both Faculty Senate Committees, will be posted simultaneously to both the Faculty Senate and the Provost's web sites. Revisions to proposals may be requested by the committees, these revisions must be completed before proposals are posted to the web.
5. Proponents, please consider the following in order for you to make timely progress with your proposal: in order for proposals for new programs, centers and institutes to be forwarded by the committees to the full Senate for consideration at the next meeting, **all** necessary information and revisions requested by each committee must be in hand **at least one week before the full Senate meeting** in order to allow sufficient time for vetting of the revised proposals by members of the Faculty Senate. Failure to meet this deadline will cause at least a month delay in the approval process.
6. The full Faculty Senate typically meets the first Wednesday of each month. Once a proposal is approved it is forwarded to the Board of Trustees by the Office of the Provost.
7. Keep in mind that the Board of Trustees meetings usually occur on the second Thursday of the following months: February, April, June, September and November. This information should inform your planning with respect to the time required for a proposal for a new program, center or institute to complete the full approval cycle.