Academic Program Development Process
Letter of Intent Guidelines

The Office of the Executive Vice President and Provost serves as the gatekeeper for the program proposal process above the unit level, and coordinates the required reviews with the university's Faculty Senate, Undergraduate and Graduate Council (if applicable), the UofL Board of Trustees, and the Kentucky Council on Postsecondary (CPE). All contact and interaction with CPE related to the program proposal process must be coordinated through the Provost Office. Any additional approvals and reports to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are handled by Provost Office staff. In addition to the CPE's degree program approval process, the Education Professional Standards Board (EPSB) must approve all teacher and school personnel certification programs.

The following guidelines focus on the "initial development" of proposals and have been established to assist those individuals thinking about a developing new program. These guidelines will ensure adequate review and discussion of proposals **prior** to the start of the academic unit's internal approval process.

The goal is to promote program quality and to ensure any program expansion serves to support the objectives of the university's strategic plan and the academic mission of the sponsoring unit. It is important that all appropriate parties have communicated with one another from the earliest planning phase. The letter of intent should clearly state the program focus, market demand and funding to support it.   The letter of intent should be approved by the unit dean, upon recommendation by the chairs of all departments that will participate or offer coursework in support of the proposed program before it is submitted to the Provost Office.

The Provost Proposal Review Committee will review all letter of intent (LOI) submissions and forward a recommendation to the Provost. If a recommendation to proceed is approved by the Provost, the proponents will be notified to begin the process of developing a complete program proposal for review. Otherwise, the LOI may either be placed on hold pending receipt of additional information or not recommended for further development. Information from all approved UofL letters of intent will be posted to the CPE online programs system for review by the Chief Academic Officers at the other Kentucky 4-year public institutions. The CPE's Notice of Intent review process requires a first and second reading before a proposal can be developed.

The Provost Office will inform the unit when the CPE Notice of Intent process is completed. The unit can then develop, review and approve (by the Dean) the proposal. When the unit's internal process is done, the proposal should be forwarded to the Provost Office. Provost staff will begin the process for the required university constituent reviews and any related external reporting. The complete approval process can vary greatly from six months to more than one year depending on the type of program being proposed.

For more information, please see the Provost's Office of Academic Planning and Accountability website:
http://louisville.edu/oapa/academic-program-approval-process-new-proposals

Letter of Intent—Template
The Letter of Intent (LOI) should describe the proposed program and its objectives. The LOI is used to inform the campus leadership of new proposals and to request a preliminary review by the Provost Proposal Review Committee. *The Letter of Intent should be five pages or less.* Forward the LOI to Connie Shumake, Assistant University Provost for Accreditation and Academic Planning, to start the review process (connie.shumake@louisville.edu).

Format

Cover letter or page that includes the following:

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- Title of the proposed degree
- Department
- School/College
- Date program is to projected begin
- Accreditation or licensure requirements (if applicable)
- Dean's Confirmation and Signature – The LOI must include a statement to confirm the unit dean's approval of the letter of intent proposal and the related financial commitments.

Outline

1. **Program Abstract -** The abstract must be a comprehensive statement of the program purpose. The narrative (250 words or less) should describe the primary area of study, intended audience, academic level (undergraduate, graduate or professional) and the length of the program. The abstract should also describe the focus of the program and the goals/objectives, the rationale for it, the skills or knowledge that students will acquire, and the relationship of the proposed program to the general field. This abstract may be used for external reporting and should provide a concise programmatic overview.

2. **Linkage with the Mission and Strategic Plan -** Describe how the proposed program supports the university and unit mission/strategic plans.

3. **Need -** Describe the intellectual, artistic, cultural, social or economic need for the program. Evidence of student demand and projected enrollments for the first five years of the program should be specified. Workforce objectives or employment opportunities should be clearly delineated. Evidence of market demand is essential. Based on the enrollment projections, indicate the projected revenues.

- Five-year Enrollment Projections

	Year 1	Year 2	Year 3	Year 4	Year 5
Full-Time					
Part-Time					
Projected tuition revenue ($$)					

- How are the tuition projections calculated? Describe.

4. **Educational Program -**Description of the academic program, including:
   - Admissions requirements
   - Graduation requirements
   - Curriculum—List of **new** courses to be developed (general description of anticipated new courses)
   - Distance Education—describe plans if any
   - Potential for collaboration with other units at UofL, and/or articulation with other institutions.

5. **Financial Resources and Program Impact -** the LOI should be developed without the expectation of tuition - sharing or recovery agreements with the Provost.
   - Indicate funding to be supplied by the unit (include direct funding & in-kind support)
   - Indicate the impact on current faculty workloads.

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- Funding Sources

	Year 1	Year 2	Year 3	Year 4	Year 5
General Funds (internal reallocation)					
Grants, list each one					
Gifts, list each one					

- Faculty Workload

Describe the impact of current faculty workloads. How will the new program be supported based on current faculty effort? Describe the need for new resources in item # 6.

6. **New Resource Requirements** – Describe the need for any new or additional resources necessary to implement the proposal. Document the expected cost/expenditures in the table below:
   - Faculty (full-time, adjunct or part-time faculty)
   - Graduate teaching assistants
   - Library support
   - Facilities, technology or equipment
   - Other, please describe.

	Year 1		Year 2		Year 3		Year 4		Year 5	
	Number	Cost $	Number	Cost $	Number	Cost $	Number	Cost $	Number	Cost $
Faculty Lines (full-time, adjunct or part-time faculty)										
Graduate Assistant Positions										
Library Support	■		■		■		■		■	
Facilities, technology or equipment	■		■		■		■		■	
Other, please describe										

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