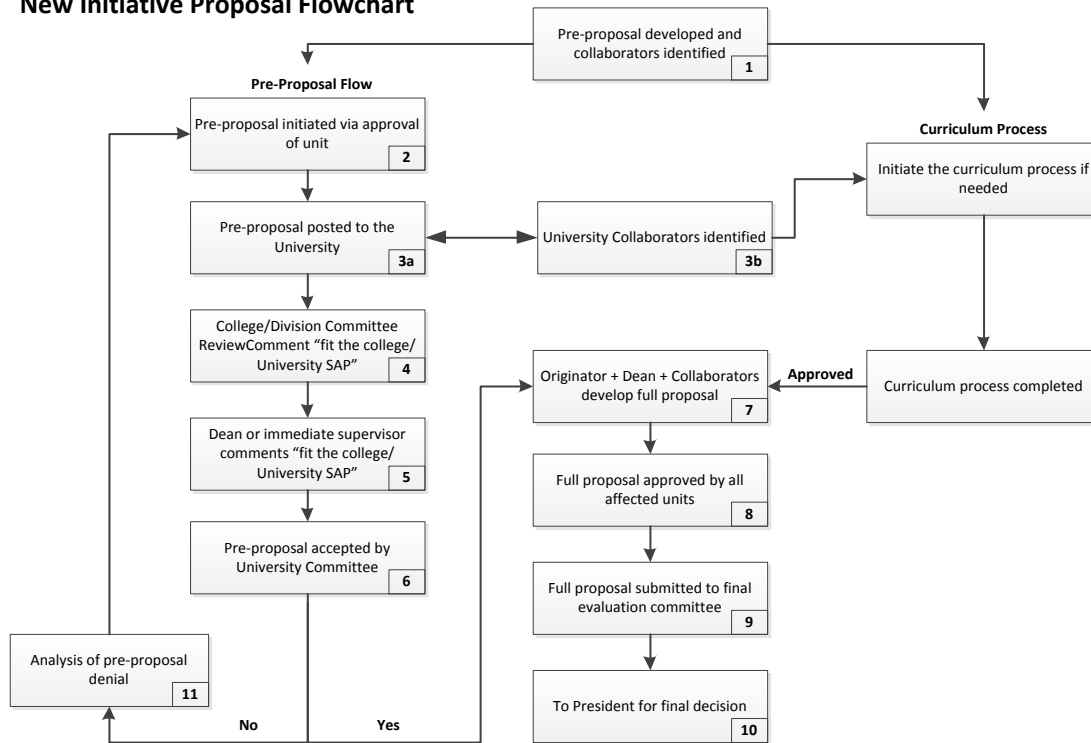


Appendix G: New Initiative Proposal Process and Flowchart

New Initiative Proposal Flowchart



New Initiative Proposal Process Narrative

- 1)** Develop pre-proposal using the standard form. Identify potential collaborators across campus. All potential collaborators should be involved in discussion at this point. Curriculum changes should be initiated via the curriculum process at this time.
- 2)** Appropriate department/program/division should officially approve the pre-proposal via the signature form provided. All affected departments/programs/divisions should be included.
- 3a)** Pre-proposal will be electronically posted to a controlled access university site.
- 3b)** Additional collaborators are identified and brought into discussion. Interested individuals initiate dialogue with originators in an effort to establish potential collaborative efforts.
- 4)** Representative committee of the dean or immediate supervisor and representatives from all departments/programs/divisions in the originators college or division review, rate and comment on pre-proposals. The representatives of this committee should be chosen by each department/program/division and not appointed by the dean or immediate supervisor. The pre-proposal will be rated using the forms provided. All pre-proposals are forwarded with these ratings and comments.
- 5)** The dean or immediate supervisor comments on the fit for the college and university academic action plan. Specific comments regarding how the pre-proposal moves the college forward should be included.
- 6)** The university-wide committee should include the Resource Allocation and Budget Sub-Committee of the Strategic Planning Committee plus all vice presidents and academic deans.

- 7)** A “yes” decision means the development of a full proposal by the originator, collaborators and respective dean or immediate supervisor using the forms provided. A “no” decision means originator and collaborators must analyze feedback and make appropriate modifications. (See Step #11).
- 8)** Appropriate department/program/division should officially approve the pre-proposal via the signature form provided. All affected departments/program/divisions should be included.
- 9)** The same committee evaluating the pre-proposals in step #6 will evaluate the full proposals. Proposals will be ranked according to funding priority. Approved proposals that are not funded should be fully re-evaluated (starting at Step #1) after two years.
- 10)** Funding recommendations are forwarded to the Provost and President for final decision.
- 11)** Originators and collaborators analyze decision and make appropriate modifications prior to resubmission. Proposal can only be submitted 1 time per cycle.