MEMORANDUM

DATE: September 8, 2015
TO: Deans
FROM: Gary Perry, Provost and
      Vice President for Academic Affairs
SUBJECT: New Academic Degree and Other Program Approval

(1) PURPOSE: Florida Atlantic University Regulation 3.002, New Academic Degree Program and Other Academic Program Approval, stipulates that the Florida Atlantic University ("FAU") Board of Trustees ("BOT") shall ensure that university policies and procedures for degree program planning and approval are consistent with the Florida Board of Governors ("BOG") Regulation 8.011, Authorization of New Academic Degree Program and Other Curricular Offerings. The BOG Regulation states that these policies will include at a minimum:

"(A) A formal process for determining degree programs that the university will explore for implementation over the period covered by the university strategic plan and the university work plan;

(B) A formal process for review and approval of proposed programs by the appropriate curriculum, financial, and administrative entities of the university.

(C) A formal written review of doctoral program proposals by a qualified external consultant prior to consideration of the proposal by the Board of Trustees. Alternatively, institutions may utilize a cross-section of visiting experts who contribute to the proposal development process. Their contribution to the process must be documented and described in the proposal;

(D) A process for final consideration by the Board of Trustees that includes review of the proposed program by the full Board or a designated committee with regard to Board of Governors approval criteria and implementation costs; and
(E) Adoption of common State University System ("SUS") new degree proposal format developed by Board of Governors staff in collaboration with university academic affairs officers.

(2) PROCEDURES: NEW ACADEMIC DEGREE PROGRAM APPROVAL

(A) The academic unit(s), in consultation with the chair(s)/director(s), the dean(s) and the Provost, may initiate development of a new degree program within the parameters of FAU's Strategic Plan, FAU's Work Plan, and the Strategic Plan of the Florida Board of Governors. It is recommended that the unit proposing the new degree meet with the Associate Provost for Programs and Assessment early in the process so that all parties understand the full process and timeline that is required for a new degree approval.

(B) FAU’s New Degree Program Feasibility Study Form and the BOG SUS of Florida Worksheet Tables 1-A Projected Headcount From Potential Sources (Baccalaureate Degree Program), or 1-B (Graduate Degree Program), and Tables 2 Projected Costs and Funding Sources (Budget), 3 Anticipated Reallocation of Education and General Funds (Reallocation), and 4 Anticipated Faculty Participation (Faculty) must be submitted to the Office of the Provost for review and approval.

(C) If approved by the Provost, the Associate Provost for Programs and Assessment will work with the unit to prepare the New Academic Degree Program Authorization Pre-Proposal Form to present to the Council of Academic Vice President’s ("CAVP") Workgroup for recommendations. Prior to being presented to the CAVP, the unit will be required to work with the Associate Provost for Programs and Assessment to commission a study of student and labor market demands conducted by an independent third party research group. Those recommendations will be communicated to the Provost and the Dean and may inform further actions in regard to the proposed degree.

(D) If the degree proposal is then approved by the Provost to move forward, academic degree proposal development should be formally initiated by completion of the BOG SUS of Florida Request to Offer a New Degree Program form and Worksheet Tables 1-A Projected Headcount From Potential Sources (Baccalaureate Degree Program), or 1B (Graduate Degree Program), and Tables 2 Projected Costs and Funding Sources (Budget), 3 Anticipated Reallocation of Education and General Funds (Reallocation), and 4 Anticipated Faculty Participation (Faculty) and a Student Learning Outcomes Assessment plan for this degree. During this initial stage, consultation with the Provost’s Office is required, particularly in regard to issues of budget and enrollment.

a. If the program duplicates another degree program at a state university in Florida which has substantially similar curriculum, evidence must be provided that the university has investigated the potential impact on that program, has discussed opportunities for collaboration with the affected university, and can substantiate the need for duplication. These transactions shall be conducted through the Office of the Provost.
b. If the proposal is for a new doctoral program, a formal written review by a qualified
external consultant prior to consideration of the proposal by the BOT is required.

(E) The dean or designee shall submit the completed proposal for review by the appropriate
college committees as designated by college bylaws (i.e., college curriculum committee;
college faculty assembly).

(F) The dean shall submit the proposal, with recommendations of the college committees, to
the Provost. The Provost will request review of the proposal by the appropriate internal staff
(Associate Provosts for Programs and Assessment and Planning and Budget) and then by the
Dean of the Graduate College if the proposal is a graduate program, or the Dean of
Undergraduate Studies if the proposal is an undergraduate program.

(G) If the proposal is not approved by the Provost at this time, it will be returned to the dean.
The dean will be advised to revise and resubmit or that the proposal is not viable at this
time.

(H) If the proposal is approved by the Provost at this time, the appropriate committees of the
University Faculty Senate (“UFS”) (Undergraduate Programs Committee, Graduate Programs
Committee, Academic Planning and Budget Committee) will review the request for a new
degree program and provide a recommendation to the UFS for action. Upon completion of
this review and action by the UFS, the request will be returned to the Provost.

(I) The Provost will provide a final review and, if acceptable, endorse and transmit the request
to the BOT Committee on Academic and Student Affairs (“CASA”).

(J) Approved requests will be reviewed by the CASA. A positive recommendation from this
Committee will be transmitted to the BOT for authorization to implement the proposed
program.

(K) All new baccalaureate and master’s level programs approved by the BOT will be transmitted
by the Provost to the BOG Office of Academic and Student Affairs for review and inclusion
on the SUS Academic Program Inventory.

(L) All new doctoral program proposals approved by the BOT will be further transmitted by the
Provost to the Florida BOG for approval and authorization.

(M) Once written documentation has been received from the Florida BOG Office of Academic
and Student Affairs that the academic degree program has been added to the Florida SUS
Academic Program Inventory, this documentation will be transmitted by the Provost to the
Assistant University Registrar, Assistant Provost for Enrollment Management, the Dean of
the college(s) in which the program will reside, and the President of the University Faculty
Senate.
(3) PROCEDURES: OTHER ACADEMIC PROGRAM APPROVAL

(A) Other academic programs and curricular offerings will be reviewed and approved by the appropriate academic units as follows:

a. Program Minors. A program minor consists of an organized curriculum offered to students who are not obtaining a Major of which the minor is a component. Program Minors require a minimum of 12 credits. They will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.

b. Tracks, Concentrations, Areas of Emphasis, Honors in the Major: Tracks, concentrations, areas of emphasis, and honors in the major are any organized curriculum that is offered as part of an individual student's degree plan and which enhances or complements the degree to be awarded. The total number of credit hours required for the degree does not change, only the coursework and/or experiences (thesis or other culminating experience). These will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.

c. College Credit Certificate Programs: College Credit Certificate Programs have specific educational or occupational goals and lead to a certificate, diploma or similar form of recognition. College Credit Certificates require a minimum of 12 credits. They will be reviewed by the appropriate college and University Faculty Senate Committees, and approved by the University Faculty Senate and the Provost.

d. Off-Campus Degree Offerings: A plan to offer courses for an existing degree at an off-campus site must be approved by the Provost. Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a program requires notification of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Initiating an off-campus site where students can earn at least 50% of the credits toward an educational program requires approval by SACSCOC. The SACSCOC polices for Substantive Change need to be consulted and the appropriate paperwork submitted to the Provost, who will transmit them to the Associate Provost for Programs and Assessment as the SACSCOC liaison.

e. Dual Degree Programs: A plan to offer an existing FAU degree as a joint or dual degree with another institution must be approved by the Provost. The SACSCOC polices for Substantive Change need to be consulted and the appropriate paperwork submitted to the Provost, who will transmit them to the Associate Provost for Programs and Assessment as the SACSCOC liaison.

f. Non-College Credit Certificate Programs: Non-college credit certificate programs are offered as continuing education and may lead to a certificate recognized as a credential for employment. They may be measured in clock hours, continuing education units, competency exams or other means designated as appropriate by the unit. They shall be reviewed and approved by the sponsoring unit, the
appropriate Dean, the Associate Provost for Programs and Assessment and the Provost.

CC: Russell Ivy, Associate Provost
Programs and Assessment
Michele Hawkins, Associate Provost
Planning and Budget
Diane Alperin, Vice Provost
Academic Affairs
Chris Beetle, President
University Faculty Senate
MEMORANDUM

DATE: September 8, 2015

TO: Deans

FROM: Gary Perry, Provost and Vice President for Academic Affairs

SUBJECT: Accreditation Procedures – (Supersedes all prior memoranda and policies)

In additional to regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 67 academic programs at Florida Atlantic University are currently individually accredited by 18 outside accrediting organizations. In addition, several programs are in the process of considering initial accreditation. It is important that the Office of the Provost be involved in accreditation procedures and processes, as follows:

1. The Associate Provost for Programs and Assessment will be the point of contact in the Office of the Provost for all issues related to individual program accreditation. It will be the responsibility of the Associate Provost for Programs and Assessment to insure that the Provost and other members of Academic Affairs and the President’s Executive Leadership Team, as appropriate, are apprised of accreditation procedures and issues.

2. The Office of the Provost needs to be consulted prior to seeking initial accreditation. The Dean, and relevant members of the Dean’s staff, needs to be prepared to present the argument for individual program accreditation.

3. Six months prior to the submission of the self-study documents for initial accreditation or reaffirmation to the accrediting organization, the Dean, and relevant members of the Dean’s staff, need to meet with the Associate Provost for Programs and Assessment to review the accreditation requirements and procedures.

4. No later than one month prior to submission of the self-study documents for initial accreditation or reaffirmation to the accrediting organization, the Dean, and relevant members of the Dean’s staff, need to meet with the Provost, Associate Provost for Programs and Assessment, and relevant members of Academic Affairs and the President’s Executive Leadership Team to review documents and issues.
5. No later than one month before the site visit, the Dean, and relevant members of the Dean’s staff, need to meet with the Provost, the Associate Provost for Programs and Assessment, and relevant members of Academic Affairs and the President’s Executive Leadership Team, to review procedures and issues and the site visit schedule.

6. Copies of all correspondence and documentation received by the President, the Provost, the Dean and/or the Chair/Director of the program from the accrediting organization are to be sent to the Associate Provost for Programs and Assessment. It is the responsibility of the Associate Provost for Programs and Assessment to insure that the Provost, members of Academic Affairs, and members of the President’s Executive Leadership Team, as appropriate, be apprised of accreditation actions and issues.

7. The Associate Provost for Programs and Assessment needs to be apprised of any changes in accreditation schedules; i.e. time line for documents, site visit schedule, etc. It is the responsibility of the Associate Provost for Programs and Assessment to keep the Provost apprised of the schedule and the issues.

CC: Diane Alperin, Vice Provost

Academic Affairs

Russell Ivy, Associate Provost

Programs and Assessment
MEMORANDUM

DATE: September 10, 2015

TO: Deans

FROM: Gary Perry, Provost and Vice President for Academic Affairs

SUBJECT: Policy on Emeritus Faculty (Revised)

The title of Emeritus Professor is an honorary title which may be conferred to retired faculty or academic administrators who have a long term history of meritorious service to higher education and Florida Atlantic University. The awarding of this title is considered an honor and will not be automatically conferred on all retiring faculty.

Eligibility

1. The faculty member must be retired from Florida Atlantic University. Faculty who select to enter the Phased Retirement Program or the Deferred Retirement Option Program (DROP) are eligible upon completion of these programs.

2. The faculty member held a faculty appointment at the rank of Professor, with tenure, and continued to meet the University’s standards of performance in all areas expected at this rank.

3. At the time of retirement, the faculty member had twenty (20) years of active, full-time academic service in higher education, with a minimum of ten (10) years at Florida Atlantic University. Periods of leave with pay will count toward years of service (for example, sabbatical leave, administrative leave).

4. The faculty member has a record of distinguished service to Florida Atlantic University and to their academic field, with significant contributions in the area of teaching, research and service that are consistent and continuing.

5. A member of the faculty who does not meet these criteria but who has made exceptional contributions to the University in the areas of teaching, scholarship, administration or other achievements may be recommended for emeritus status by their academic department.
Procedure

1. Nominations may be made by faculty members, Chair or Directors of academic units, Deans or other administrators.
2. The Chair or Director is responsible (in concert with the nominator) for compiling information to support the award according to the eligibility criteria listed above. Typically this will include an up-to-date curriculum vitae and additional supportive documentation.
3. The academic unit must meet and vote on all nominations, regardless of the origin of the nomination. The Chair or Director will transmit this information and documentation to the Dean.
4. The Dean will forward the package of materials, with a letter expressing his/her recommendation, to the University Provost. The University Provost will ask the UFS Honors and Awards Committee to evaluate the portfolio and make a recommendation.
5. The University Provost will forward the package of materials, with a letter expressing his/her recommendation, to the University President, who will make the final decision.

Privileges

The following privileges, to the extent available will be provided:

1. The appointment to Emeritus status will be at the rank held at retirement.
2. Retired employee identification card
3. Use of the University Library
4. Listing the University Catalog*
5. Listing in the University Directory (when appropriate)*
6. Placement on designated University mailing lists*
7. Option to purchase a University parking decal at adjunct rates
8. Use of University recreational facilities, in accordance with University policy
9. University e-mail address*
10. A mailbox in the department/unit from which retired, subject to space availability*
11. Office or laboratory space, in accordance with University policy and space availability*
12. Eligibility to participate in college and department activities, on a non-voting basis
13. Eligibility to serve on graduate committees, subject to the approval of the Dean of the Graduate College
14. Participation in grant and contract endeavors with permission of the Vice President of Research.
15. An invitation to all formal faculty convocations and similar events including University Commencement
16. The opportunity to purchase tickets for University athletic and cultural events at faculty rates
17. The opportunity to make purchases at the University bookstore at the faculty rate

*The faculty member’s previously assigned academic unit would be responsible

cc: Diane Alperin, Vice Provost

Academic Affairs