12.10.14
Academic Planning
Process for Proposal Reviews

Checklist
1. Submit idea. Complete template for cover page/step 1
2. Assign and conduct quick review for key filters (Input #1)
3. Report to PALC/recommend action
4. Assign to advisory group/develop full proposal.
   Complete template for full proposal/step 2
5. Submit full proposal to PALC for review
6. Identify sources of funding and other resources
7. Recommend proposal to President
8. Submit proposal to Academic Strategic Plan (ABOR)

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

Idea

1. Ideas could come from: President's Cabinet, Dean, Chair/ACC Dir., Faculty Senate Pres., Vice Provost, NAU Community

2. Provost assigns a quick review (30-60 days) of idea (2-3 pg document of idea) to PALC Member to determine if idea addresses the three filters (see Input #1). Suggested members of this group: Dean of college where program might reside, Grad Dean for grad programs, Idea originator.

3. Report to PALC / recommend action
   - Yes (Positive response to 3 key filters)
   - No Return/revise/drop

4. Provost appoints larger working group “Provost Advisory Group” to develop full formal proposal utilizing Input #2. 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.

5. Submit full formal proposal to PALC for review and recommendation
   - Yes (Meets criteria for Input #2)
   - No Return/revise/drop

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

7. Recommend proposal to President/Provost

8. Academic Strategic Plan (formal notification to ABOR)