



**Office of Academic Affairs**

Dept. 3302 • 1000 E. University Avenue  
Laramie, WY 82071  
(307) 766-4286 • (307) 766-6476 • fax (307) 766-2606  
[www.uwyo.edu/acadaffairs](http://www.uwyo.edu/acadaffairs)

**New Undergraduate Degree Program Proposals**

New proposals for undergraduate programs – including minors, concentrations, and majors – should go first to your department for vote. Your college or unit should then approve it. After that, send it to Academic Affairs for the final steps. We will distribute it to the Faculty Senate, Faculty Senate’s University Course Review Committee, and the Deans Council. Upon consultation with these entities, Academic Affairs will then send approved proposals the Board of Trustees for final approval; upon final approval, the department should work with Academic Affairs to list the program with the Office of the Registrar on the Master List of Degrees. We recommend that you discuss new program proposals with Academic Affairs before submitting them to your unit or college for approval.

When formulating your proposal, please address the following

1. What is the rationale for the new program? Does it meet evolving market needs, capitalize on a suite of faculty strengths, etc.?
2. How will teaching needs for the program be met? What, according to specific job descriptions, is the teaching capacity of the unit(s) involved in this program? Please be specific regarding individual faculty workloads, courses necessary, thesis committees necessary, etc. A two-year course rotation map (fall/spring, fall/spring) should be attached to the proposal. If Memoranda of Understanding with other departments, colleges, or units are necessary, those should also be attached.
3. Is the curriculum designed to be self-sustaining despite retirements/resignations/sabbaticals? Is it sustainable within all units or departments involved?
4. Which, if any, courses will be delivered via Outreach? Are the teaching assignments/resources for those classes stable and sustainable? Will they be delivered on-load? If not, how will the Outreach portion be delivered in light of university workload policy?
5. How much growth do you anticipate? What are your contingency plans for growth?
6. What are you altering or eliminating in your current curriculum in order to add the new program? (This question should be addressed by all parties involved, including the college.)
7. How will the quality of current department/college programs (including Outreach obligations) be maintained with the addition of this program?
8. Who will provide the administrative and staff support for the program?
9. If GAs are involved in the program, where do they come from and what are the sources of their funding?

*Originally formulated March 2015; updated June 2016*