

NEW PROGRAM
Proposal Process
degree and concentrations

ACADEMIC AFFAIRS
September 2019



The proposal is for a five stage process that looks at how new degrees and concentrations - ie programs of study - are introduced at RISD.

**Stage 0
Signal of Intent**

**Stage 1
Basic Feasibility**

**Stage 2
Detailed Feasibility**

External

FACULTY MEETING

TEAM PROPOSING NEW PROGRAM

INSTRUCTION COMMITTEE

CURRICULUM COMMITTEE

DEANS COUNCIL

Administration

approval to proceed

Presentation to Faculty Meeting

conversations with Department Head(s) and Dean(s)

Development of Basic Feasibility Proposal

Development of Detailed Feasibility

Reviewed at Instruction

Presentation to Deans Council

Reviewed at Deans Council

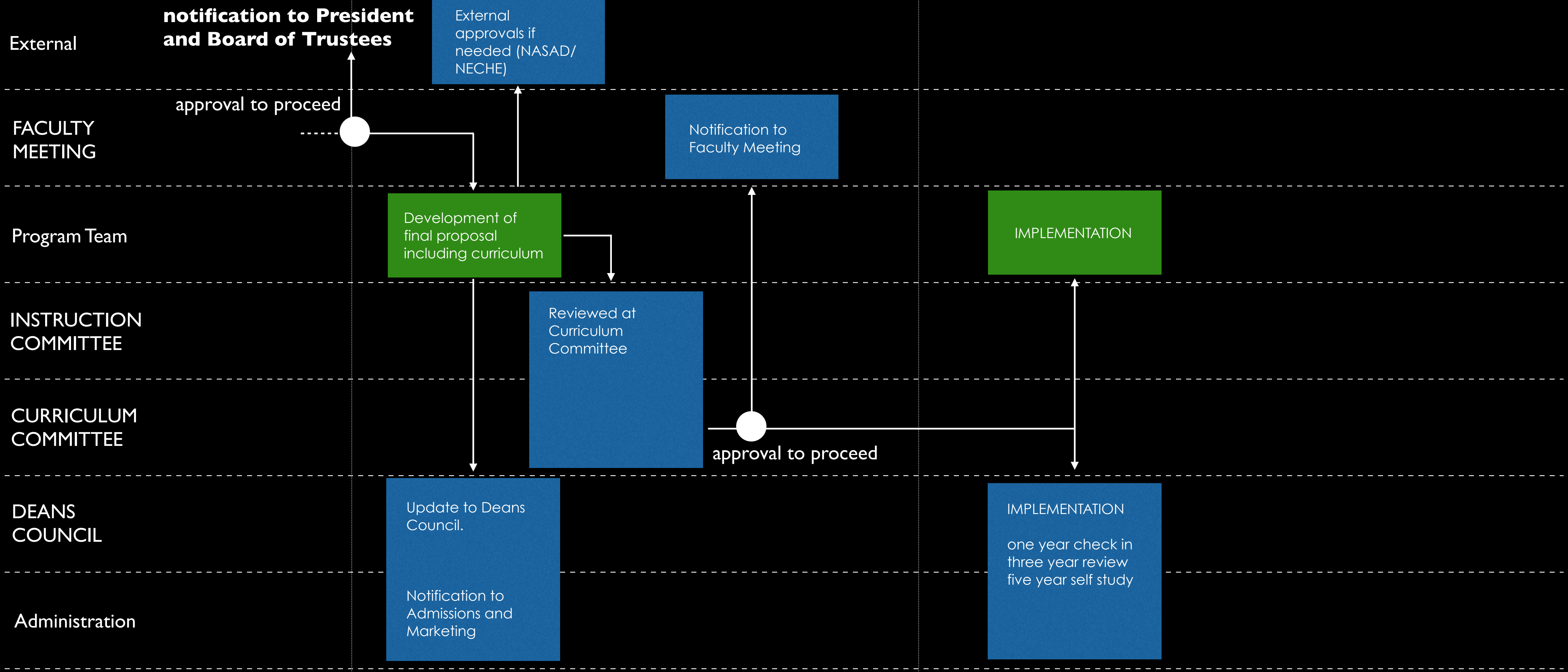
approval to proceed

approval to proceed

approval to proceed

Stage 3 Detailed Development

Stage 4 Implementation



FEASIBILITY PROPOSAL

Part 1 Details

Working Title:

Authors:

Date:

Approvals:

Letters of Support

Part 2 Intent

Aims of the Program:

Benefits:

Institutional

Division

World

Audience:

Profile of incoming students

Profile of outgoing students

Competition:

Part 3 Program

Description of Program:

Overview

Pedagogy

Level

Curricular Structure

Delivery

Strategic Partners:

Library

Internal

External

Part 4 Budgets and Resources

to include set up, first year, second year and on-going costs

Expenditures:

Faculty

Technical

Administrative

Physical Resources

Space Requirements

Others

Income:

Tuition

Scholarships

Fundraising

Others

DETAILED REPORT

Part 1 Details

Working Title:

Authors:

Date:

Approvals:

Letters of Support

Part 2 Intent

Aims of the Program:

Benefits:

Institutional

Division

World

Audience:

Profile of incoming students

Profile of outgoing students

Competition:

Examples of competitor
programs

Part 3 Program

Description of Program:

Overview

Pedagogy

Level

Curricular Structure

Delivery

Strategic Partners:

Library

Internal

External

Curriculum Table

Entry Requirements

Part 4 Budgets and Resources

to include set up, first year, second year
and on-going costs

Expenditures:

Faculty

Technical

Administrative

Physical Resources

Space Requirements

Others

Income:

Tuition

Scholarships

Fundraising

Others

Part 5 Program Plan

Timeline:

Program development to first
cohort

Marketing:

Recruitment and admissions
plan