Guidelines
Preparing Proposals for New Graduate Programs

Preparing a proposal and seeking approval to offer a new graduate program at AUB involves several steps that are time consuming and require careful planning by the academic unit(s) involved.

To that end the Board of Graduate Studies (BGS) and the Graduate Council (GC) have compiled a set of documents that can guide the academic unit(s) in preparing a proposal and bring to their attention the different steps involved starting from the academic unit itself, Faculty(ies) involved, University Senate and up to the degree program registration of the proposed new graduate program at the Lebanese Ministry of Higher Education and at the NY State Department of Education.

**Below are guidelines to help in preparing the proposal:**

**A.** At the start of the process it is best that the academic unit familiarizes itself with the bylaws of the Faculty Graduate Studies Committee (FGSC) and the BGS. Both of these governing bodies will be critically involved in assessing the proposal and providing feedback. The bylaws can be accessed at:

2. For the BGS. ([http://www.aub.edu.lb/pnp/by-laws/Documents/SenateBL/SenateBL.pdf](http://www.aub.edu.lb/pnp/by-laws/Documents/SenateBL/SenateBL.pdf))

**B.** The academic unit should also familiarize itself with the requirements of Masters and PhD programs at AUB. These are clearly outlined in the current AUB Graduate Catalogue (www. [http://www.aub.edu.lb/registrar/Documents/catalogue/graduate14-15/general-university.pdf](http://www.aub.edu.lb/registrar/Documents/catalogue/graduate14-15/general-university.pdf)) on page 56 for Master’s Degree requirements and on page 62 for PhD degree requirements. Any new degree program must abide by the minimum university requirements however, additional requirements for completion of the new degree can be proposed, and if deemed acceptable by the reviewing bodies, then these requirements can be adopted towards degree completion of the new program.

**C.** The internal review process of the new degree involves several committees and governing bodies on campus starting from the members of the academic unit itself that is involved in preparing the proposal all the way to the Board of Trustees (BOT). The routing of the proposal and the different reviewing committees and governing bodies involved in the review process are tabulated in **Appendix I** (entitled: New Graduate Program or Change in Academic Plan).
D. Conceptualization phase and planning steps. In Appendix II you will find helpful hints and typical questions that the academic unit concerned in developing the proposal for a new graduate degree may need to consider before embarking on its chores.

E. The proposal for a new degree should contain the following sections:

   For descriptions of what each section of the list below could describe refer to Appendix III

   ** Make sure you fill the cover sheet [Appendix III] and have it signed by Dean of Faculty **

1. Program Title and Mission
2. Academic Unit
3. Introduction, Program Description, Aims and Program Learning Outcomes
4. Demand/Need for the Program
5. Comparative with similar international programs (provide a short narrative. For detailed description or benchmarking insert in a separate appendix)
6. Curriculum and Academic Plan
7. Faculty Profile
8. Student Profile and Projected Enrollments
9. Academic Support
10. Facilities and Space Requirements
11. Labs and Equipment
12. Staff and human resources
13. Program Assessment Plan
14. Costs, Financing (3-5 Year Business Plan)
   [To develop the budget form the new program please use Table 1 [available Resources] and Table 2 [Expenditures] in Appendix III as your guideline]
15. Program starting date and plan

F. In preparing a proposal for a new graduate program, the academic unit must ensure alignment with the:

   1. Requirements of the NY State Department of Education. Those are outlined in Appendix IV. If your unit is proposing a PhD program make sure you read the section entitled: Steps for Preparing and submitting a new PhD Program to ensure alignment with NY State Department of Education.

   2. Requirements of the Lebanese Ministry of Higher Education, decree # 10086 issued on 11/3/2013. See Appendix V
G. BGS REVIEW PROCESS

The BGS will critically review the proposal according to the attached checklist [Appendix VI]. The process of review at the BGS level involves the steps described below and may require 3-6 months for completion. However every effort will be made to expedite the process.

**The BGS review process**

1. Invite the Dean/Contact person to present to BGS members
2. BGS assigns a sub-committee to review the proposal and submit its recommendations to the BGS Chair normally within a month time. For PhD programs, the BGS may seek the input/advice of external referees.
3. The BGS Chair combines the various reports into a single one and communicates it back to the contact person to revise and address the raised concern in the reviews
4. The faculty would submit a revised version with an explanation report on how the various concerns were addressed
5. The BGS chair discusses the revised version with the board to approve the proposal of the new degree program. If approved the Chair of BGS will inform the Chair of the Senate Steering Committee for further processing and approvals, and inform the concerned academic unit(s) accordingly.