Educational Policies and Curriculum Committee

(EPCC)

***Procedural Guidelines for Process of Review and Approval of***

***New Academic Programs***

### EPCC Review Process

1. Faculty prepares proposal for new [or substantially revised] academic program using the appropriate University (Provost Office) planning document format [[see here](https://www.academic.pitt.edu/pb/proposal-guidelines.htm#New%20or%20Substantially%20Modified%20Program)]. This template must be used for all proposals. There will be no exceptions. A new paragraph has been added to the template that must be completed for the approval document to the Senior Vice Chancellor’s Office.
2. Faculty prepares cover letter for proposal of new program procedure checklist [[see here](https://www.publichealth.pitt.edu/Portals/0/Main/Governance/EPCC_Checklist_for_Academic_Planning_Proposals.doc)]. A copy of this checklist must be submitted with the proposal at each level. There will be no exceptions.

1. Faculty obtains signature(s) of Chair/Center Director certifying review and approval within the respective academic Department(s).
2. Chair/faculty sponsor submits proposal to [Chair, EPCC](mailto:epcc@pitt.edu) at least 10 days prior to the next scheduled EPCC meeting.
3. Chair, EPCC confirms when proposal will be on the agenda and invites Department Chair or faculty sponsor to present proposal.
4. Chair, EPCC certifies that format is appropriate and complete and required signature(s) obtained.
5. Staff, Office of Student Affairs, distributes proposal with attachments to EPCC members.
6. Department Chair or faculty sponsor presents proposal for EPCC review and discussion and Committee votes on action recommendation.
7. Chair, EPCC, communicates Committee’s formal decision in writing to Department Chair and copy to the Dean’s office.
8. If program approval is recommended, Department Chair or faculty sponsor submits proposal to Chair, GSPH Planning and Budget Policies Committee to determine whether budgetary review of the full committee is required.

#### Planning and Budgeting Policies Committee (PBPC) Review Process

1. GSPH-PBPC Chair determines whether proposal requires full PBPC review and approval. [*Criteria determining the need for PBPC review include significant budgetary impact on the School/University, the creation of a new academic degree and or new academic or administrative unit, and/or the co-sponsorship of the program with other academic centers?*] If review is not needed, proceed to step 13 below.
2. If the Chair, GSPH-PBPC determines that the proposal requires Committee review, the Chair schedules a formal review of the program proposal for upcoming PBPC meeting.
3. PBPC reviews proposal and if approved, coordinates with the Chair, EPCC, to schedule GSPH Council review.
4. Chair, PBPC, communicates decision in writing to Department Chair and copy to the Dean’s office.

# **GSPH Council Review Process**

1. Department Chair [or faculty sponsor] contacts staff in Office of the Dean to request proposal review be scheduled for upcoming GSPH Council meeting (preferably one week in advance of scheduled meeting).
2. The Department Chair [or faculty sponsor] presents proposal with accompanying PBPC and EPCC approvals to GSPH Council. Council requires that at least one **ELECTRONIC** copy of the full proposal be made available to the Dean’s Office and that a brief synopsis of the program be made available to Council members for their review at the time of the meeting.
3. If Council does not approve the proposal, it is sent back to the department for revision or other action.

**Senior Vice Chancellor Planning and Budget Committee Review Process**

1. If Council approves the proposal, the Senior Vice Chancellor’s Planning and Budget Committee send it forward to the Senior Vice Chancellor for review. To initiate this process, the Dean will send a letter of support that will include the dates that the proposal was approved by each committee.
2. If approved by the Health Sciences-PBC, proposal is sent forward by the Senior Vice Chancellor’s Office to the Provost Office for review by either the University

**Senior Vice Chancellor Planning and Budget Committee Review Process (continued)**

1. Council on Graduate Study or the Provost Committee On Undergraduate Programs and subsequently by the University-level PBC.
2. If approved by these bodies, the Provost and the Chancellor must give final and formal approval.
3. Programs that entail new degrees [and new academic units] must also be reviewed and approved by the University’s Board of Trustees.

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