

DRAFT

Procedures to Request Establishment of a New Certificate Program At North Carolina A&T State University

A new certificate program can be proposed by any faculty member or group of faculty. Considering the University's vision, mission and goals, any new certificate program, in general, should be interdisciplinary in nature. These procedures must be followed in order for the Provost to officially approve a new certification program.

1. Any department or group of faculty may suggest a new certificate program and prepare a simple proposal. This proposal may be submitted a dean or directly to the Provost depending upon the nature of the certificate. If the proposal is submitted to a dean, she/he reviews the proposal and forwards it along with comments to the Provost. Dean suggests faculty to be appointed to the Establishment Committee and also suggests a chair of the Committee.
2. The Provost appoints the Establishment Committee with appropriate consultation with the Deans. Faculty representatives from other appropriate schools, colleges and faculty groups maybe selected to be on the Committee. A chair is appointed by the Provost considering the dean's recommendation and other officers are elected by the Committee.
3. The Establishment Committee will plan the establishment of a new concentration through regular and called meetings using the original proposal. Every attempt must be made to include all interested Schools/Colleges in the discussion. Minutes and draft proposals will be posted on an appropriate web site as necessary.
4. The proposal must contain a budget detailing the cost of the new certificate program and how the department or unit will fund the budget.
5. After the proposal is properly completed and reviewed by the Provost's Office, a meeting will be called to discuss the proposal. The meeting will be open to all faculty, staff, and administrators. The Committee will present the proposal and answer questions concerning the proposal.
6. The Committee meets to review comments and makes any necessary changes to improve the proposal. The results of this review will be posted on the web for comments for ten business days following an announcement that it has been posted. Any comments must be emailed to the Committee by the end of the posting period.
7. At the end of the first posting period, the Committee will meet and resolve any comments. Editorial comments of style and grammar will be handled by the Committee. Comments concerning content will be addressed by the Committee and posted on the web. Any changes in the proposal will be noted on the second posting. Anyone objecting to any changes will have ten business days to respond to the Committee.
8. At the end of the second posting, the Committee will prepare a formal report to the Deans who will be given the opportunity to remove their school/college from the proposal. All Deans supporting the proposal will sign the proposal, which is then submitted to the Provost for approval.
9. The Provost reviews the proposal submitted by the Committee and approved by the appropriate Deans. If the Provost does not approve the proposal he/she responds with the reasons for denial and suggests further action. If the Provost approves the proposal, the Committee will be instructed to follow the Faculty Senate's procedures for proper approval for the new certificate program.