**Bradley University**

**New Program and Initiative Proposal**

**Question Set**

**Updated: September 2021**

*Please respond to each of the following questions. Some responses do not need to be lengthy. No single response should exceed 200 words. Responses should be single spaced in 12-point font and follow the posed question.*

**Program Overview**

1. What is the name of the proposed program or initiative?

1. Who is the faculty, staff, or administrative champion of the proposed program and initiative? Is the proposal associated with a particular division, college, school, department, office, center, institute, or program?
2. Please provide a brief description of the proposed program or initiative.

***Note:*** *An optional, one-page attachment may be added to outline topics related to academic content.*

***Note:*** *If a degree program is being proposed, specify the type of degree to be earned, the number of credit hours per semester to complete the program, and the total number of credit hours to complete the degree. Also, include the method of delivery. For instance, is this a residential or an online degree program? In addition, will the degree program be offered during the standard academic year (e.g., fall and spring semesters) or will courses be delivered over the entire calendar year including the summer?*

**Strategic Alignment**

1. How does the proposed program or initiative align with and advance the university’s strategic plan?
2. How does the proposed program or initiative complement existing university strengths?
3. Does this program overlap or compete with existing programs or initiatives?
4. How will this proposed program or initiative advance academic excellence and quality, student support and services, or operational excellence?

**Financial Viability**

1. What evidence is available to support there is a demand or need for the proposed program or initiative?
2. What specific resources are needed for successful implementation of this proposed program or initiative?

***Note:*** *Be sure to specify if it will be necessary to hire additional people to implement this program or initiative.*

1. How will this program or initiative generate revenue?

***Note:*** *With the assistance of the Assistant Vice Provost for Budgeting and Planning, please prepare and attach a one-page financial statement that considers how many students will be needed to cover personnel costs (salaries and benefits), operating expenses, and overhead.*

***Note:*** *If a degree program is being proposed, discuss with the Assistant Vice Provost for Budgeting and Planning whether standard tuition, bundled tuition, discounted tuition, or premium tuition will be charged. In addition, do any special program or course fees apply?*

**Program Execution**

1. Are there anticipated obstacles in delivering this proposed program or initiative?
2. Does the proposed program or initiative require special permission and/or accreditation approvals? If this is a degree program or curricular proposal, does it presently have Curriculum and Regulations (C&R) approval and Senate approval?
3. If approved, who is the party that would be responsible for implementing and overseeing the program or initiative?
4. If approved, what is the anticipated start date for the program or initiative?
5. If approved, how will quality be evaluated and assured?

**Other**

1. Is there any additional information that should be understood or considered as the proposal is evaluated?