

UNIVERSITY OF MAINE SYSTEM FORMAT FOR NEW PROGRAM PROPOSALS

- I. Full program title.
- II. Program objectives.
 - A. Narrative description of program rationale .
 - B. General program goals (limit to 3-5 major items maximum).
 - C. Specific student outcomes or behavioral objectives (limit to 5-8 items, written for public accountability)
- III. Evidence of program need.
 - A. Existence of educational, economic and social needs to include citations or specific authorities or studies consulted.
 - B. For 2-year programs, indicate potential employers who have requested the program and their specific employment projections. (Support data to be attached.)
 - C. Detailed survey of similar programs that are offered within the University System, other higher education institutions or other agencies within the State.
 - D. Enrollment projections for five years. (Support data shall be attached.)
- IV. Program content. The opening paragraph will indicate the holistic nature of the program design in narrative form with attention to such items as listed below but not limited to these:
 - A. outline of required and/or elective courses (not syllabi);
 - B. development of new courses and/or what they may displace;
 - C. type of research activity, if any, in program design;
 - D. nature of independent study, clinical experience, and/or field practicums employed in curriculum design;
 - E. impact of program on existing programs on the campus.
- V. Program resources.
 - A. Personnel.
 1. Vita of faculty who will assume major role for program to be include in appendix.
 2. Specific effect on existing programs of faculty assignments to new program. List necessary faculty adjustments.
 - B. Current library acquisitions available for new programs.
 - C. New equipment necessary for new program and plan for its acquisition and implementation.
 - D. Additional space requirements, if any, including renovations.
 - E. Extent of cooperation with other programs, both on the initiating campus and other -campuses.
- VI. Total financial consideration.
 - A. Estimate of anticipated cost and anticipated income of the program for five years.
 - B. Detailed information on first-year costs, including:
 1. new personnel requirements (include employee benefits);
 2. first-year revenue and identity of source;
 3. how operational costs are to be absorbed into current campus operating budget over a 5-year period;
 4. what additional funding is required to support the program (identify the source);
 5. lifetime of outside or independent funding and plan for how and when ~ becomes part of E & G budget.
- VII. Program evaluation.
 - A. A post audit of an approved new program must be made after two years.
 - B. The results of the audit must be reported to the Vice Chancellor for Academic Affairs.