



QATAR UNIVERSITY
POLICY AND PROCEDURES
FOR THE
INITIATION OF A
NEW ACADEMIC PROGRAM

PL- ACADEMIC-00X: PROGRAM INITIATION

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Source / Authority

This policy and accompanying procedures were developed by the Academic Program Review and Curriculum Enhancement Committee (APR&CE) in collaboration with the office of the Vice President and Chief Academic Officer and endorsed by the University President.

The Office of the Vice President and Chief Academic Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Purpose

The purpose of the program initiation policy is to establish standards and procedures for the initiation of new academic programs.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

Qatar University supports the development of new and innovative academic programs that contribute to the university mission and goals and that help the university in aligning its academic program offering to meet the aspirations of society, to meet and anticipate the changing market needs, and to adapt to the national priority areas in research and education and to international trends.

Before being offered at the University, new academic programs require approval by the University Board of Regents based upon the recommendation of the University President.

Department Heads, Colleges Deans, the Vice President and Chief Academic Officer, or the President of the University can request the development of new academic program proposals. A group of faculty experts in the field is responsible for the development of the new academic program proposal following the templates approved by the Vice President and Chief Academic Officer.

The developed proposal undergoes review by curriculum committees at different levels within the university and approval by Department Head, College Dean, The Vice President and Chief Academic Officer, and the Executive Management Committee before its submission to the Board of Regents for final approval.

Policy Statements

General Policy Statements:

1. New program proposals must be consistent with the college and university mission, goals, and strategic plan.
2. Two levels of proposals (Preliminary and Formal proposals) are required for the initiation of new programs.
3. Approval of the preliminary proposal by the Executive Management Committee is required before proceeding with the development of the formal proposal.
4. Formal proposals of new programs must be subject to external and/or internal review by experts in the field.
5. New programs that rely upon the resources and/or course offering of other colleges or departments require consultation and agreement by the providing unit(s) prior to the approval of the new programs by the Executive Management Committee.
6. Implementation of approved new programs must be scheduled at the beginning of an academic year
7. Approved new programs must be included in the version of the university catalog associated with their year of implementation
8. An implemented new program must undergo a general review within one to two years after its initiation to ensure that it is meeting its expectations for enrolment, resources, and educational quality. If the program is meeting its expectations, it will be included in the regular academic program review cycle.

Timeline Related Policy Statements:

1. Formal proposals shall be submitted no later than one and a half year following the EMC approval date of the new program preliminary proposal
2. New programs approved by the Board of Regents must be implemented no later than two years following the Board of Regents approval date.

Procedure

The Program Initiation procedure involves two main phases:

- **Phase 1:** Preliminary Proposal Phase
- **Phase 2:** Formal Proposal Phase

Main Steps in Phase 1: Preliminary Proposal

Faculty, Department Heads, Colleges Deans, the Vice President and Chief Academic Officer, or the President of the University can request the development of new academic program proposals.

The main steps in the first phase are:

1. Identify the College and Department that will be responsible for developing the new program proposals,
2. The Department Head in collaboration with the College Dean establishes a Program Initiation Taskforce including a group of faculty experts in the field to develop the new program proposals,
3. The program initiation taskforce develops and submits to the Department Head a short and concise preliminary proposal following the template approved by the Vice President and Chief Academic Officer,
4. The Department Head evaluates the preliminary proposal and forwards it with a pre-approval form to the College Dean for evaluation,
5. The College Dean evaluates the preliminary proposal and forwards it with the pre-approval form to the Vice President and Chief Academic Officer for evaluation,
6. The Vice President and Chief Academic Officer evaluates the preliminary proposal and either approves or rejects the proposal,
7. If the Vice President and Chief Academic Officer approved the preliminary proposal, it is submitted with the pre-approval form to the Executive Management Committee for evaluation and approval,
8. The Executive Management Committee reviews and evaluates the preliminary proposal and either approves or rejects the proposal,
9. The Vice President and Chief Academic Officer communicates the Executive Management Committee's decision to the College Dean and in case of approval, requests to proceed with the development of the formal proposal.

Main Steps in Phase 2: Formal Proposal

The main steps in the second phase are:

1. The program initiation taskforce develops and submits to the Department Curriculum Committee and the Department Head a formal proposal following the template approved by the Vice President and Chief Academic Officer,
2. The Department Curriculum Committee reviews and evaluates the formal proposal and provides its recommendations to the Department Head,
3. The Department Head evaluates the formal proposal and submits the formal proposal with a final approval form and a list of proposed reviewers to the College Curriculum Committee and the College Dean for evaluation,
4. The College Curriculum Committee reviews and evaluates the formal proposal and provides its recommendations to the College Dean,
5. The College Dean evaluates the formal proposal and submits the formal proposal, the proposed reviewer's list, and the final approval form to the

University Curriculum Committee and the Vice President and Chief Academic Officer for evaluation,

6. The University Curriculum Committee reviews and evaluates the preliminary proposal and provide its recommendations to the Vice President and Chief Academic Officer,
7. The Vice President and Chief Academic Officer reviews the formal proposal and may present the proposal to the Academic Council and Faculty Senate for review and feedback.
8. The Office of the Vice President and Chief Academic Officer forwards the proposal to selected reviewers and collects reviewer's feedback,
9. The Vice President and Chief Academic Officer evaluates the formal proposal, prepares an executive summary report, and submits the formal proposal, the final approval form, and the executive summary report to the Executive Management Committee for evaluation and approval.
10. The Executive Management Committee reviews and evaluates the formal proposal and either approves or rejects the proposal. In case of approval, the proposal is scheduled for presentation to the Board of Regents for evaluation.
11. The Board of Regents reviews and evaluates the formal proposal, the executive summary report, and supporting documents and either approves or rejects the request for the initiation of the new program.
12. The Vice President and Chief Academic Officer communicates the Board of Regents decision to the College Dean and other concerned parties.