

## **Authorization to Plan Guidelines for New Academic Programs**

### **Authorization to Plan (ATP) Guidelines (3-page limit, excluding signature page)**

The ATP is a request to plan a new BOR-approved academic program before resources are committed to program planning.

The following items are to be addressed in the ATP:

1. Campus, school/college and department/division proposing the new program.
2. Degree proposed and program objectives and potential for articulation across the UH campuses.
3. **Statement of alignment** with the UH Strategic Plan, 2023-2029 (<https://www.hawaii.edu/strategic-plan/>). Provide evidence that demonstrates how the proposed program is consistent with relevant imperatives and objectives found in the UH Strategic Plan.
4. **Preliminary indicators of need** that include:
  - a. A clear rationale for the new program with as much direct evidence as possible.
  - b. In the case of workforce demand, data and evidence of employment or industry need in the state or local/regional service area of the institution (e.g., occupation projections, current jobs available, critical shortage areas).
  - c. If justification is not tied to employment or industry need, the rationale should include evidence that the proposed program is linked with high priority initiatives of the campus or system.
5. **Preliminary indicators of demand for the program:** Provide evidence of sufficient unmet demand in one or more of the following areas: student demand, demand for services unique to the program, and/or employer demand.
  - a. Provide evidence demonstrating student demand for the program and the extent to which the demand is not being adequately met by existing programs.
  - b. Provide evidence demonstrating demand for services unique to the program (e.g., contracts, consulting, grants, or community service that will be provided).
  - c. Provide evidence demonstrating employer demand including any documentation from employers of the need for graduates with specific skills the new program can provide.
6. **Non-duplication of programs** is addressed by listing all programs with the same, or similar, degree level offered at other UH institutions. Provide an analysis that includes:
  - a. Number of degrees conferred over the last three years;
  - b. Why existing programs are not sufficient to address demand;
  - c. If similar programs exist, describe what the proposing institution has done to explore partnerships with the existing program and why an additional program is necessary.
  - d. When a similar program exists, the VCAs/VPAE of the UH campus(es) with relevant program(s) should be consulted, as should any colleagues in related disciplines from the impacted campus. The ATP should identify who (campus, name and title) has been consulted and the

date(s) of consultation.

7. **List potential risks** (e.g., insurance, vendor contracts, off-site management) associated with the new program. These potential risks will be fully assessed in the new program proposal.
8. **Resources: Indicate what resources are needed and where it is anticipated these resources can be acquired.** If new resources will be necessary, please identify where those resources will come from. Indicate how existing resources will be allocated.
9. Impact on accreditation, where relevant (program and regional).
10. Proposed timeline for submission of new program proposal to:
  - a. Council of Chief Academic Officers (CCAO)
  - b. BOR Student Success Committee
  - c. Board of Regents

#### Approval Process:

- ☐ Prior to initiating the ATP, appropriate internal consultation with the campus Vice Chancellor for Academic Affairs (VCAA)/Vice Provost for Academic Excellence (VPAE) must be completed.
- ☐ The ATP is submitted by the campus Chancellor to the system Vice President for Academic Strategy (VPAS) for review by the UH Officers.
- ☐ If positive, the ATP will then be reviewed by the Council of Chief Academic Officers (CCAO).
- ☐ Once the ATP is reviewed by CCAO, the signature page below should be completed and uploaded to Kualu.
- ☐ The campus may then proceed with the development of a new provisional program proposal as outlined in the individual campus curricular review process.
- ☐ New program proposals are to be submitted to CCAO within two years of endorsement of the APT by CCAO.

## Signature Page

The signature indicates that the person has reviewed the ATP and supports the proposed program. Both the Dean/Department/Division Chair signature and the Campus Chief Academic Officer signature are required *prior* to submitting to the VPAS.

*The signature of the Campus Chancellor is the final step, to be added after any revisions recommended by the UH Officers and CCAO have been completed.*

*Dean/Department/Division Chair:*

---

Signature	Print Name	Date
-----------	------------	------

*Campus Chief Academic Officer:*

---

Signature	Print Name	Date
-----------	------------	------

UH Officers:	Approve/Disapprove	Date of Approval:
--------------	--------------------	-------------------

CCAO:		Date of Review:
-------	--	-----------------

Upon approval by the UH Officers after making recommended revisions:

<i>Campus Chancellor</i>	Approve/Disapprove
--------------------------	--------------------

---

Signature	Print Name	Date
-----------	------------	------

Process Reviewed by CCAO: 7/26/2019  
Process Reviewed by UH Officers: ~~2/8/17~~  
Revised 7/1/19