

### **New Program Development Process**

- (1) Phase I: The faculty member interested in offering a new program through the Global Education Office for Undergraduates (GEO) submits a narrative program proposal to the Global Education Committee (GEC) for development approval. The narrative should include the following elements:
  - a. Overview of program, including main learning objectives, main structural elements, and a sample itinerary;
  - b. course descriptions with sample syllabus if available;
  - c. description of specific curricular needs at Duke that program will fulfill and/or why the course should be taught in proposed “away” location (i.e. how does it tie to local area);
  - d. description of target student population, target program enrollment, and proposed recruitment techniques;
  - e. CV of faculty involved with the proposal, as well as a list of other faculty who would be interested in directing the program.
  - f. (for semester programs) letter from faculty chair of potential faculty director(s) indicating knowledge/support of faculty’s involvement in “away” project
  
- (2) The GEC will vote on development approval, with three possible outcomes: (a) approval to develop, (b) suggestions for amendments to academic proposal, (c) rejection of proposal. If the GEC gives development approval to the program idea, the faculty member will be instructed to work with GEO and other university staff to ensure comprehensive program development, with specific attention given to three important areas:
  - a. risk assessment;
  - b. legal audit;
  - c. budget development and analysisOnce the program is developed fully in these primary areas, the GEO will recommend the program for review.
  
- (3) Phase II: Full program proposal is submitted to the GEC for final review. Following the review, the GEC will notify the faculty member about the status of the program.

All new summer program proposals should be submitted for development approval no later than January 1 of the year proceeding the intended term. In other words, for a program to be offered in summer 2019, the narrative proposal should be submitted for development approval no later than January 1, 2018.