

AUBG Graduate Program Approval

Approved by the Faculty Assembly on April 25, 2007

The American University in Bulgaria [AUBG] applies the following procedures to approve a new graduate program to ensure its compatibility with AUBG's overall mission.

The approval process requires the following seven-step procedure:

1. **The Department** initiates launching a new Graduate Program Proposal [the Proposal] by presenting in writing a concept to the Faculty Assembly (via the Curriculum Committee) and to the Administration (via the Provost).

Objectives: To seek approval and institutional support for the development of the set of documents for launching the program.

Contents: The set of documents must include the following sections:

- Mission Statement, also including how the proposed program enhances AUBG's mission, and how it contributes to the region.
- Curriculum Principles, also including such sources as bench-mark programs, internationally-recognized standards.
- Enrollment Expectations about the market demand and resources required (financial and human).

2. **The Department** develops the Proposal for launching the new graduate program.

Objectives: To create the basis for a thorough assessment of the program's relative costs and benefits. In particular, information should be provided about the following:

- Required Resources needed to launch the program, such as financing, hiring, facilities, etc.
- Program Quality needed to meet AUBG standards.
- Faculty Qualifications needed to teach at the program and to what extent the currently available expertise meets the requirements.

Contents: The set of documents of the Proposal must include the following sections:

- Mission Statement of the proposed program;
- Enrolment Forecast based on market research and potential changes in AUBG resource allocations;
- Budgetary Implications for launching the program and its sustainability;
- Program Curriculum, with explanation and other applicable academic contents ;
- Quality Assurance, with an explanation of the assessment measures to monitor ongoing program quality.

3. **The Provost**, in consultations with Dean of Faculty and Chief Financial Officer, considers the Proposal regarding financial rationality, sustainability opportunities, and effect of the proposed program on AUBG

Objectives: To provide a cost-benefit analysis of the proposed program and make a recommendation to the Faculty Assembly.

4. **The Curriculum Committee** considers the Proposal regarding academic quality and develops recommendations for the Faculty Assembly.

Objectives: To assess whether the proposed curriculum meets AUBG quality standards and make a recommendation to the Faculty Assembly.

5. **The Faculty Assembly** considers the Proposal based on Provost's and Curriculum Committee recommendations.

Possible Decisions:

- Accept the Proposal
- Accept the Proposal with qualifications
- Reject the Proposal with suggested revisions
- Reject the Proposal, giving a rationale for decision

6. **The President** considers the Proposal if accepted by the Faculty Assembly and decides whether to present the Proposal to the Board of Trustees for its consideration and final disposition.

7. **The Board of Trustees** reviews the President's recommendation. Its decision ends the approval process for a new graduate program.