

Timeline & Checklist for Program Modifications

What?	When?	Details/How?
Phase I: Conception		
Preliminary Proposal	20-24 Months Prior to Program Launch (ex. Sept. 2020-Jan.2021)	<ul style="list-style-type: none"> Prepare a Preliminary Proposal for Modifications and share it with the Associate Dean and Office of Academic and Faculty Affairs (OAFa).
Identify and Hire Faculty		<ul style="list-style-type: none"> Individuals who have been identified to work on program/course modifications must be hired as faculty at NYU SPS. Individuals from other NYU schools or outside of NYU must complete all new hire paperwork with the Office of Finance and Administration following the standard process.
Process MOUs		<ul style="list-style-type: none"> Once a faculty member is listed in the NYU SPS Faculty Appointment System (FAS), with no holds, the department can request an MOU. (NOTE: Developing a course does not require developer to be appointed as instructor. Developing and teaching are separate.) For compliance purposes, a countersigned MOU must be on file with OAFa prior to commencing modifications.
Phase II: Development		
Program/Curriculum Modification (RECOMMENDED)	18-20 Months Prior to Program Launch (ex. Jan.-March 2021)	<ul style="list-style-type: none"> The CAES team is available to discuss curriculum design, assessment, and best practices to support program modifications.
Proposal & Syllabi – Draft (RECOMMENDED)		<ul style="list-style-type: none"> Department may prepare a complete draft of the Modified Program Proposal, including syllabi and share it with OAFa and CAES for preliminary feedback.
Phase III: Review and Approval		
Final submission to OAFa	16-18 Months Prior to Program Launch (ex. March-May 2021)	<ul style="list-style-type: none"> Department submits the final draft of proposal, syllabi and all attachments to OAFa via CurriQunet. (For CurriQunet guidance see: CurriQunet User Manual) To facilitate the process, OAFa may provide feedback and/or request additional information. OAFa shares proposal with SPS Dean and Associate Dean for final school-level approval.

Preparation for Program Implementation		<ul style="list-style-type: none"> Marketing and recruitment cannot begin until we have received formal written approval from New York State Education Department (NYSED). However, while the proposal for modifications is under review, you may begin working with CAES, Marketing, Admissions, and other administrative teams, as applicable, to prepare material for program launch.
Submission to Office of the Provost - Academic Program Review and Assessment (OAPRA)	<i>12-15 Months Prior to Program Launch (ex. June-Sept. 2021)</i>	<ul style="list-style-type: none"> OAFa will prepare application materials for submission to the Office of the Provost – Office of Academic Program Review and Assessment (OAPRA). OAPRA may provide feedback and/or request additional information necessary for final submission to NYSED. <i>(NOTE: estimated review time is approximately 3-4 months.)</i> As the liaisons to NYSED, OAPRA will submit application and materials. <i>(NOTE: estimated review time is approximately 3-5 months.)</i>
NYSED Approval	<i>6 Months Prior to Program Launch (ex. March 2022)</i>	<ul style="list-style-type: none"> Upon receipt of written approval from NYSED, OAFa will update SPS academic and administrative units and will work with the University to add new program data into systems. Department can begin marketing, recruiting, and implementing.
Modified Program Launch	<i>Fall Semester (ex. Sept. 2022)</i>	<ul style="list-style-type: none"> First cohort of students begin in the modified program.

The Office of Academic and Faculty Affairs is available to facilitate and advise during every phase of this process.