

## Appendix A:

### Timeline and Process for Establishing a Full Cost Recovery (FCR) Instructional Program

This timeline assumes the conversion of an existing program (degree or certificate) into the FCR model. FCR program requests are reviewed by the Board of Trustees at their January meeting. It generally takes 6 months to get university approval to convert an existing program to an FCR program. If a new program is being created the additional campus, university and IBHE approvals can add up to another 12 months to the timeline.

#### June:

- Faculty member reviews FCR materials on BPA website
- Faculty member meets with and obtains approval of Department/Division Head and Dean to pursue FCR program development
- Faculty member meets with BPA staff to discuss process. Additional representatives from Academic Program Development and the Registrar's office may also attend

#### July – August:

- Faculty member and BPA staff jointly consult on and craft proforma
- Faculty member completes "Request to Establish a Full Cost Recovery Program". Reviews same with BPA staff
- Market assessment of competitive programs completed
- Evaluation of appropriate fees and assessments occurs
- Tuition price-point is set

#### September – October:

- Final review by Department Head and Dean.
- Review by BPA, Academic Program Development

#### November:

- Document submitted to University Administration – Office of the Vice President for Academic Affairs for review
- Pending successful review, the document is forwarded to the Board of Trustees Office

#### January:

- Board of Trustees reviews/approves request
- Department/Division works with Registrar, et.al. to implement program mechanics
- Department/Division works with Office of Admissions & Records regarding applications for the upcoming fall term

#### August:

- Fall term begins – first class matriculates

Units proposing new degrees or certificates will work concurrently with the Office of Programs and Academic Assessment (OPAA) – to develop their new academic program proposal and obtain approval by UIC governance and, if necessary, the Illinois Board of Higher Education. They will also work with the

Office of Budget and Program Analysis (BPA) – to request the program be offered through the FCR model.

The process to obtain the approval of, set up administrative processes for, and implement new academic programs takes 12-18 months. All new academic programs require approval by campus governance and the Board of Trustees. New degrees and IBHE-approved certificates require an additional level of review and approval from the IBHE, which generally occurs 3-5 months following approval by the Board of Trustees. In addition, the approval of new academic programs must be complete before a unit can recruit, admit, and enroll students. As a result, units should contact OPAA and BPA as soon as conversations about new FCR programs are initiated so these offices can advise on the timing of academic program proposal and FCR request submissions.

While FCR requests are reviewed by the Board of Trustees at their January meeting, it is recommended that new degrees and IBHE-approved certificates be approved by the Board well advance of the January meeting. This provides a cushion of time to acquire IBHE approval if necessary and get a head start on administrative/implementation tasks in order not to delay the matriculation of the first class. Proposals for new FCR degrees and IBHE-approved certificates should be initiated at least 12 (and preferably 18 months) months prior to the January Board meeting. Proposals for new FCR campus certificates – which do not require IBHE approval – should be initiated at least 6 months prior to the January Board meeting.

#### Month TBD

- Faculty member reviews FCR materials on BPA website and new degree/certificate materials on the OPAA/Academic Program Development website
- Faculty member meets with and obtains approval of Department/Division Head and Dean to pursue FCR program development
- Faculty member meets with BPA staff to discuss FCR process. Additional representatives from Academic Program Development and the Registrar's office may also attend

#### Months TBD

- Faculty develop proposal for new academic program
- Faculty member and BPA staff jointly consult on and craft FCR proforma
- Faculty member completes "Request to Establish a Full Cost Recovery Program". Reviews same with BPA staff
- Market assessment of competitive programs completed
- Evaluation of appropriate fees and assessments occurs
- Tuition price-point is set

#### Months TBD

- Academic program proposal approved by department, college educational policy committee, and/or college faculty in compliance with college governance.
- Final FCR review by Department Head and Dean.
- Review by BPA, Academic Program Development

Months TBD

- Academic program proposal routed through campus governance (Graduate College, Senate Committee on Educational Policy, Senate, and University Senates Conference) for review and approval.
- FCR documentation submitted to University Administration – Office of the Vice President for Academic Affairs for review
- Pending successful review, the FCR documentation is forwarded to the Board of Trustees Office

January:

- Board of Trustees reviews/approves FCR request
- Department/Division works with Registrar, et.al. to implement program mechanics
- Department/Division works with Office of Admissions & Records regarding applications for the upcoming fall term

August:

- Fall term begins – first class matriculates