



TRANSMITTAL LETTER

The University of North Carolina *General Administration*

Transmittal Number 89
April 30, 2014

THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*

*[300.5.1](#)

Political Activities of Employees

Amendments to this policy were approved by the Board of Governors on April 11, 2014.

Please contact UNC General Administration Legal Affairs Division at 919-962-4588 if you have any questions.

[300.5.2](#)

Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office)

This policy was rewritten in its entirety to provide clarity and bring the policy up to date from the previous version. A redline version is not available. The rewritten policy was adopted by the Board of Governors on April 11, 2014.

Please contact UNC General Administration Legal Affairs Division at 919-962-4588 if you have any questions.

*[400.1.1.3\[G\]](#)

Appendix A: Request for Authorization to Plan a New Degree Program

After thorough review and approval by the campuses and the UNC General Administration – Academic Affairs staff, the President has signed and approved these guidelines on April 16, 2014.

Please contact UNC General Administration Academic Affairs Division at 919-962-4614 if you have questions pertaining to the above guidelines.

*[400.1.1.5\[G\]](#)

Appendix C: Request for Authorization to Establish a New Degree Program

After thorough review and approval by the campuses and the UNC General Administration – Academic Affairs staff, the President has signed and approved these guidelines on April 16, 2014.

Please contact UNC General Administration Academic Affairs Division at 919-962-4614 if you have questions pertaining to the above guidelines.

*[700.1.3](#)

Out-of-state Undergraduate Enrollment

A revision to this policy was approved by the Board of Governors on February 21, 2014.

Please contact UNC General Administration Finance Division at 919-962-4605 if you have any questions pertaining to this policy.

The online version of the *UNC Policy Manual* can be accessed at the link below:

<http://old.northcarolina.edu/policy/index.php>

These documents will be uploaded to the new, redesigned site soon at: www.northcarolina.edu .

*A redline version is hereby included.

An Equal Opportunity/Affirmative Action Employer

Political Activities of Employees

The Board of Governors adopts the following policy concerning political activities by University employees.

I. University employees retain the rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the Constitution and laws of the United States of America. Employees are encouraged to exercise fully and freely their right to participate or refrain from participating in political processes without fear of penalty or reprisal, consistent with the University's commitment to encouraging the full freedom, within the law, of inquiry, discourse, teaching, research, service, and publication. Certain types of activities by University employees related to political processes, however, may be incompatible with the general responsibilities of employment or with the particular responsibilities of University employment.

A. Applicability. This policy applies to all University employees who are exempt from the State Personnel Act (Chapter 126 of the General Statutes) pursuant to G.S. 126-5(c1).¹

B. Definitions. For purposes of this policy:

1. "Campaign" or "campaigning" means all acts done by a candidate and his or her adherents to obtain votes to be cast toward a nomination or in an election.
2. "Candidate" means an individual who seeks nomination or election to any elective public office whether or not the person is elected. Absent any other evidence of candidacy, an individual is deemed to be a candidate if the individual has received political contributions or made expenditures or has consented to another person receiving contributions or making expenditures with a view to bringing about the individual's nomination or election.
3. "Election" includes a primary, special, runoff, or general election.
4. "Employee" means an individual who is employed by the University of North Carolina and is exempt from the State Personnel Act (Chapter 126 of the General Statutes) pursuant to G.S. 126-5(c1).
5. "Endorse" means a public statement by an individual expressing support or approval of another individual's candidacy for public office.
6. "On duty" means the time period when an employee is: (a) in a pay status other than paid leave, compensatory time off, or excused or authorized absence (including leave without pay); (b) representing the University of North Carolina or any constituent institution or subdivision thereof in an official capacity; or (c) expected to perform services for which he or she receives compensation from the University. Provided, however, an employee who is or may be expected to perform his or her duties on a twenty-four hour per-day basis shall not be considered on duty except during regularly scheduled working hours or at other times when the employee is actually performing the duties of his or her office.
7. "Partisan" when used as an adjective means related to a political party.
8. "Partisan political group" means any committee, club, or other organization which is affiliated with a political party or candidate for public office in a partisan election, or organized for a partisan purpose, or which engages in partisan political activity.

¹For employees subject to the State Personnel Act (SPA), political activities are governed by Article 5, Chapter 126 of the North Carolina General Statutes, policies adopted by the Office of State Human Resources (OSHR) and campus policies adopted in accordance therewith.

9. "Partisan political office" means any public office for which any candidate is nominated or elected as representing a political party, but does not include any office or position within a political party or affiliated organization.
10. "Political activity" means actions directed toward the success or failure of a candidate for public office, political party, or partisan political group including, but not limited to, campaigning, political management, and soliciting financial contributions for political purposes.
11. "Political management" means taking an active part in the direction, supervision, or management of a partisan political group or a campaign for public office.
12. "Political party" means a national political party, a state political party, or an affiliated organization.
13. "Political purpose" means an objective of promoting or opposing a political party, candidate for public office, candidate for partisan political office, or partisan political group.
14. "Public office" means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created, prescribed, or recognized by constitution, statute, or ordinance (other than within the University of North Carolina).
15. "Senior officers" means the president, the chancellors, and the senior academic and administrative officers (SAAO) described in Policy 300.1.1, subpart I.A., who are at the rank of vice president, vice chancellor, provost, dean, and other positions of equivalent rank and responsibility.
16. "Solicit" means to request expressly of another person that he or she contribute something to a candidate, a campaign, a political party, or partisan political group.

II. Political Activities.

- A. Permissible Activities. An employee may engage in political activity to the extent not expressly prohibited by law or applicable policy.
 1. Permissible activities include, but are not limited to:
 - a. Registering, voting, and otherwise participating in elections;
 - b. Becoming a candidate for and holding public office in accordance with University policy;
 - c. Expressing opinions privately and publicly on political subjects;
 - d. Participating in political organizations;
 - e. Participating in political campaigns;
 - f. Engaging in political management; and
 - g. Soliciting, accepting, receiving, and making financial contributions for political purposes to political parties, partisan political groups, and campaign committees of candidates for public office.
 2. Nothing in this policy prohibits, or otherwise limits, teaching, inquiry, classroom discussion or discourse concerning political issues, including campaigns, candidates, political groups or issues in campaigns for public office, that are within the subject matter of any academic program, course, curriculum, or study.

3. An employee may participate fully in public affairs in a manner that does not compromise his or her efficiency or integrity as an employee or the neutrality, efficiency, or integrity of the University constituent institution or unit in which he or she is employed.

4. The political opinions assumed by employees are personal ones, and employees must ensure that they do not imply that such opinions are endorsed by the University.

B. Prohibited Activities. An employee may not:

1. Participate in political activity while on duty;

2. Use the authority of his or her position, University funds, services, supplies, equipment, information technology resources, vehicles, or other University property, to endorse, campaign for, secure support for or oppose any candidate, political party, partisan political group, referendum, or issue in an election, or affect the results thereof; or

3. Make any promise of preferential treatment (or actually confer such preference) or make any threat of detrimental treatment (or actually impose such detriment) to any person, including with respect to any condition or incident of employment over which the employee has authority, control, or influence, for purposes of inducing support of or opposition to any candidate for public office, political party, or partisan political group.

C. Senior Officers. The University will supply to any candidate for public office information of a substantive nature, whether it is information on agriculture, economics, education or any other topic. It is important that all candidates know they can receive factual information from the University, but it should be made clear that the administration of the University will not be identified with any candidate or any party. Accordingly, in addition to the restrictions set forth in subpart 3.a., above, a senior officer may not:

1. Solicit, accept, or receive financial contributions from other persons or organizations on behalf of any candidate for partisan political office or the campaign committee of any candidate for partisan political office; or

2. Endorse or oppose a candidate for partisan political office or a candidate for political party office in a political advertisement, broadcast, campaign literature, or similar material.

D. Violations. Violation of the prohibitions contained in subparagraphs B. and C., above, shall be cause for appropriate disciplinary action, including discharge from employment.

III. Other Matters.

A. Effective Date. The requirements of this policy shall be effective upon adoption by the Board of Governors.

B. Policies of Constituent Institutions. The board of trustees of each constituent institution shall adopt policies governing political activities of employees. Policies adopted or substantively amended by a board of trustees regarding political activities of employees shall be effective upon approval by the president.

C. Relation to Other Laws. This policy is designed to supplement, and does not purport in any way to supplant or modify, those statutory enactments and rights which may govern or limit the political activities of employees of the State of North Carolina.

D. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.

APPENDIX A
UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO PLAN
A NEW DEGREE PROGRAM

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. The notification and planning activity to follow do not guarantee that authorization to establish will be granted.

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B _____ M _____ Res. Doc. _____ Prof. Doc. _____

Exact Title of the Proposed Program:

Exact Degree Abbreviation (e.g., B.S., B.A., M.A., M.S., Ed.D., Ph.D.):

Does the proposed program constitute a substantive change as defined by SACS? Yes _____ No _____

The current SACS Substantive Change Policy Statement may be viewed at:

<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

If yes, please briefly explain.

Proposed date to enroll first students in degree program: Month _____ Year _____

1. Provide a summary of the status of this proposal in your campus review processes.
 - a. List the campus bodies that reviewed and commented on this Appendix A proposal before submission to UNC General Administration. What were their determinations? Include any votes, if applicable.
 - b. Summarize any issues, concerns or opposition raised throughout the campus process and comment periods. Describe revisions made to address areas of concern.
2. Describe the proposed new degree program. The description should include:
 - a. A brief description of the program and a statement of educational objectives;
 - b. The relationship of the proposed new program to the institutional mission;
 - c. The relationship of the proposed new program to existing programs at the institution and to the institution's strategic plan; and

- d. Special features or conditions that make the institution a desirable, unique, or cost effective place to initiate such a degree program.
3. Provide documentation of student demand. Discuss the extent to which students will be drawn from a pool of students not previously served by the institution. Evidence of student demand should reflect likely applicant pools (local, regional, statewide, national, or global) and could include:
 - a. Surveys of potential enrollees (such as students or alumni of feeder programs, community college enrollees, etc.).
 - b. Enrollment data from existing minor, concentration or certificate programs on your campus.
 - c. Enrollment data from similar programs in UNC, the state, or country.
 4. Provide evidence of societal demand and employability of graduates from as many of the following sources as feasible unless a good reason exists why such evidence cannot be obtained and similar evidence is presented from sources not listed here.
 - a. Labor market information (www.ncworks.gov) – Current and projected industry and occupational data by region and statewide from the NC Department of Commerce. Available data include (but are not limited to):
 - (1) Area, occupation, and industry profiles.
 - (2) NC occupational and employment projections.
 - (3) Job postings.
 - (4) Economic and demographic indicators.
 - b. National occupational and industry projections (<http://www.bls.gov/data/>) – National, regional and state outlook for occupations, also including wage data.
 - c. Wages and employment of graduates in North Carolina – Percentage of graduates of UNC programs employed in North Carolina and wages paid to graduates of UNC programs employed in North Carolina.
 - d. Wages and employment of graduates nationally when these data becomes available (see http://www.doleta.gov/performance/pfdocs/wris2_status_state_optin.pdf) – Wages paid to graduates of UNC programs employed nationally (North Carolina partnership in WRIS2 forthcoming).
 - e. Job-posting analyses.
 - f. Projections from professional associations or industry reports.
 - g. Data concerning employment and wages for graduates of a particular program area from the UNC alumni survey when this survey and data become available.

5. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program, including their mode of delivery.

a. Show a four-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); describe what was learned in consultation with each program regarding their experience with student demand and job placement. Indicate how their experiences influenced your enrollment projections.

Institution:

Program Title:

	(year)	(year)	(year)	(year)
Enrollment				
Degrees-awarded				

b. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have been or will be taken to actively pursue those opportunities where appropriate and advantageous.

c. Present evidence that establishment of this program would not create unnecessary program duplication.

6. Are there plans to offer all or a portion of this program to students off-campus or online?
 If so,

a. Briefly describe these plans, including sites and method(s) of delivering instruction.

b. Indicate any similar programs being offered off-campus or online in North Carolina by other institutions (public or private).

c. What is the estimated percentage of courses in the degree program that will be offered/available off-campus or online: _____

d. Estimate the number of off-campus or online students that would be enrolled in the first and fourth years of the program:

First Year Full-Time _____ *Part-Time* _____

Fourth Year Full-Time _____ *Part-Time* _____

Note: If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery is conditioned upon BOG program approval. (400.1.1[R], page 3)

7. Estimate the total number of students that would be enrolled in the program during the first year of operation: *Full-Time* _____ *Part-Time* _____

Estimate the total number of students that would be enrolled in the program during the fourth year of operation: *Full-Time* _____ *Part-Time* _____

8. Will the proposed program require development of any new courses: Yes _____ No _____
If yes, briefly explain.
9. Will any of the resources listed below be required to deliver this program? (If yes, please briefly explain in the space below each item, state the estimated new dollars required at steady state after four years, and state the source of the new funding and resources required.)
- a. New Faculty: Yes _____ No _____
 - b. Additional Library Resources: Yes _____ No _____
 - c. Additional Facilities and Equipment: Yes _____ No _____
 - d. Additional Other Program Support: Yes _____ No _____
(for example, additional administrative staff, new Master's program graduate student assistantships, etc.)
10. Does the program require enrollment growth funding in order to be implemented and sustained? If so, can the campus implement and sustain the program should enrollment growth funding be unavailable? Letters of commitment should be provided.
11. For graduate programs only:
Does the program require a tuition differential or program specific fee in order to be implemented and sustained?
- a. If yes, state the amount of tuition differential or fee being considered, and give a brief justification.
 - b. Can the campus implement and sustain the program if the tuition differential or program fee is not approved? Letters of commitment should be provided.
12. For doctoral programs only:
- a. Describe the research and scholarly infrastructure in place (including faculty) to support the proposed program.
 - b. Describe the method of financing the proposed new program (including extramural research funding and other sources) and indicate the extent to which additional state funding may be required.
 - c. State the number, amount, and source of proposed graduate student stipends and related tuition benefits that will be required to initiate the program.
13. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

This request for authorization to plan a new program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: _____ **Date:** _____

APPENDIX C

**UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO ESTABLISH
A NEW DEGREE PROGRAM**

***INSTRUCTIONS:** Each proposal should include a 2-3 page executive summary. The signature of the Chancellor is required. Please submit one hard copy and an electronic copy of the proposal to the Office of the Senior Vice President of Academic Affairs at UNC General Administration.*

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B _____ M _____ Res. Doc. _____ Prof. Doc. _____

Exact Title of the Proposed Degree:

Exact Degree Abbreviation (e.g., B.S., B.A., M.A., M.S., Ed.D., Ph.D.):

Does the proposed program constitute a substantive change as defined by SACS? Yes _____ No _____

The current SACS Substantive Change Policy Statement may be viewed at:

<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

If yes, please briefly explain.

Proposed date to enroll first students in degree program: Month _____ Year _____

Are there plans to offer 50% or more of program credit hours to students off-campus or online? Yes _____ No _____

If yes, complete the form to be used to request establishment of a distance education program and submit it along with this request.

Note: If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery must wait until BOG program approval is received. (400.1.1[R], page 3)

Provide a summary of the status of this proposal in your campus review processes.

- a. List the campus bodies that reviewed and commented on this Appendix C proposal before submission to UNC General Administration. What were their determinations? Include any votes, if applicable.

b. Summarize any issues, concerns or opposition raised throughout the campus process and comment periods. Describe revisions made to address areas of concern.

I. Description of the Program

A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).

B. List the educational objectives of the program.

C. Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of:

1. Courses
2. Faculty
3. Facilities, and
4. Other resources

II. Justification for the Program – Narrative Statement

A. Describe the proposed program as it relates to:

1. Institutional mission
2. Strategic plan
3. Student demand. Provide any update to the documented evidence of student demand presented in Appendix A.
4. Societal demand and employability of graduates. Provide any update to the documented evidence of societal demand and employment opportunities presented in Appendix A.

B. Provide any update to the discussion of similar degree programs and opportunities for collaboration presented in Appendix A. Discuss here the feasibility of a joint or collaborative degree program with one or more UNC institutions.

C. Enrollment (baccalaureate programs should include only upper division majors, that is, juniors and seniors).

Please indicate the anticipated first year and fourth year steady-state enrollment (head count) for the proposed program.

Year 1: Full Time _____ Part-time _____ Total _____

Year 4: Full-time _____ Part-time _____ Total _____

III. Program Requirements and Curriculum

A. Program Planning

1. List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.

2. List institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports or committee findings generated in planning the proposed program.

B. Admission. List the following:

1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
 2. Documents to be submitted for admission (listing or attach sample).
- C. Degree requirements. List the following:
1. Total hours required. State requirements for Major, Minor, General Education, etc.
 2. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).

For graduate programs only, please also list the following:

3. Proportion of courses open only to graduate students to be required in program
 4. Grades required
 5. Amount of transfer credit accepted
 6. Language and/or research requirements
 7. Any time limits for completion
- D. For all programs, list existing courses by title and number and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked "new") and describe new courses proposed.

IV. Faculty

- A. (For undergraduate and master's programs) List the names, ranks and home department of faculty members who will be directly involved in the proposed program. The official roster forms approved by SACS may be submitted. For master's programs, state or attach the criteria that faculty must meet in order to be eligible to teach graduate level courses at your institution.
- B. (For doctoral programs) List the names, ranks, and home department of each faculty member who will be directly involved in the proposed program. The official roster forms approved by SACS may be submitted. Provide complete information on each faculty member's education, teaching and research experience, research funding, publications, and experience directing student research including the number of theses and dissertations directed.
- C. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.
- D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.

V. Library

- A. Provide a statement as to the adequacy of present library holdings for the proposed program to support the instructional and research needs of this program.
- B. State how the library will be improved to meet new program requirements for the next four years. The explanation should discuss the need for books, periodicals, reference material,

primary source material, etc. What additional library support must be added to areas supporting the proposed program?

C. Discuss the use of other institutional libraries.

VI. Facilities and Equipment

A. Describe facilities available for the proposed program.

B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

C. Describe information technology and services available for the proposed program

D. Describe the effect of this new program on existing information technology and services and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

VII. Administration

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

VIII. Accreditation and Licensure

A. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.

B. Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.

C. If the new degree program meets the SACS definition for a substantive change, what campus actions need to be completed by what date in order to ensure that the substantive change is reported to SACS on time?

D. If recipients of the proposed degree will require licensure to practice, explain how program curricula and title are aligned with requirements to "sit" for the licensure exam.

IX. Supporting Fields

Discuss the number and quality of lower-level and cognate programs for supporting the proposed degree program. Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. Additional Information

Include any additional information deemed pertinent to the review of this new degree program proposal.

XI. Budget

A. Complete and insert the Excel budget template provided showing incremental continuing and one-time costs required each year of the first four years of the program. Supplement the template with a budget narrative for each year.

B. Based on the campus' estimate of available existing resources or expected non-state financial resources that will support the proposed program (e.g., federal support, private sources, tuition revenue, etc), will the campus:

1. Seek enrollment increase funds or other additional state appropriations (both one-time and recurring) to implement and sustain the proposed program? If so, please elaborate.

2. Require differential tuition supplements or program-specific fees? If so, please elaborate.

a. State the amount of tuition differential or program-specific fees that will be requested.

b. Describe specifically how the campus will spend the revenues generated.

c. Does the campus request the tuition differential or program-specific fees be approved by the Board of Governors prior to the next Tuition and Fee cycle?

C. If enrollment increase funding, differential tuition, or other state appropriations noted in the budget templates are not forthcoming, can the program still be implemented and sustained and, if so, how will that be accomplished? Please elaborate and provide documentation of campus commitments where appropriate.

XII. Evaluations Plans

All new degree program proposals must include an evaluation plan which includes:

A. Criteria to be used to evaluate the quality and effectiveness of the program, including academic program student learning outcomes.

B. Measures (metrics) to be used to evaluate the program (include enrollments, number of graduates, and student success).

C. The plan and schedule to evaluate the proposed new degree program prior to the completion of its fourth year of operation.

XIII. Reporting Requirements

Institutions will be expected to report on new program productivity as a part of the biennial low productivity program review process.

XIV. Attachments

Attach the final approved Appendix A as the first attachment following this document.

This proposal to establish a new degree program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: _____ **Date:** _____

Out-of-State Undergraduate Enrollment

To ensure that constituent institutions maintain a level of out-of-state undergraduate enrollment consistent with historical University policy and tradition, and one consistent with strong and balanced educational programs, it is recommended that the Board of Governors adopt this statement of policy:¹

- a. Each constituent institution, except the North Carolina School of the Arts, shall take necessary steps to limit the proportion of out-of-state students in the entering freshman class to not more than 18 percent by the fall of 1988. In any instance in which a chancellor believes that his institution would suffer serious problems or hardships in reaching this limit within the time provided, he may petition the president and the Board of Governors for an extension of time to meet the 18 percent limit, which petition may be granted on an annual basis not to extend beyond the fall of 1990. The petition shall set forth the reason for the request, the steps taken by the institution in furtherance of the policy, and the progress made. The chancellor shall furnish such other information as may be requested by the President.
- b. The president shall monitor progress toward this goal, and shall make interim reports on fall 1986, and fall 1987, enrollments to the board.
- c. The board shall review this policy in 1988-89 and consider then whether amendments should be made or further measures adopted.
- d. It is the board's expectation that institutions will admit only academically well-qualified out-of-state students. In any year in which the average combined SAT score for out-of-state freshmen is below that for North Carolina freshmen, the president shall require a written report from the chancellor. The president will include in his interim reports to the board information on the average combined SAT scores for both groups of freshmen.
- e. Beginning with the fall of 1994, any constituent institution, except the North Carolina School of the Arts, that exceeds the 18 percent out-of-state freshman enrollment limitation prescribed in paragraph (a) above for two consecutive fiscal years shall have its State operating budget reduced. This reduction shall be made in the second fiscal year in which the two consecutive fiscal year condition is violated; the reduction shall be made, on a non-recurring basis, immediately after the Board of Governors approves the annual enrollment report at its November meeting. The budget reduction shall be based on the number of out-of-state freshmen enrolled in excess of the 18 percent limitation and the established method used for calculating the operating requirements for regular term enrollment changes.
- f. The Board of Governors may, on the president's recommendation, authorize enrollment pilot programs that are exempt from the requirements of paragraphs (a) and (e) of this policy.

¹The North Carolina School of Science and Mathematics may not admit or enroll out-of-state students. See G.S. 116-235.

Transmittal Letter #89 continued
Redline versions

Political Activities of Employees

The Board of Governors adopts the following policy concerning political activities by University employees.

I.

~~WHEREAS, as private citizens all~~ University employees retain the rights and obligations of citizenship ~~provided in the Constitution and laws of the State of North Carolina and the Constitution and laws of the United States of America. Employees are encouraged to exercise fully and freely their right to participate or refrain from participating in political processes without fear of penalty or reprisal, consistent with the University's commitment to encouraging the full freedom, within the law, of inquiry, discourse, teaching, research, service, and publication. , including freedom to engage in political activities; and~~

~~WHEREAS,~~ certain types of activities by University employees related to ~~governmental and~~ political processes, ~~however,~~ may be incompatible with the general responsibilities of ~~public~~ employment or with the particular responsibilities of University employment. ~~;~~ ~~and~~

A. Applicability. This policy applies

~~WHEREAS, the Board of Governors on September 13, 1974, adopted policies concerning political activities pertaining only to certain designated employees of the University; and~~

~~WHEREAS, the board deems it desirable to have one set of policies on this subject that will apply to all University employees who are exempt from the State Personnel Act (Chapter 126 of the General Statutes) pursuant, with exception only of those who are subject to G.S. 126-5(c1), the State Personnel System;~~

B.

~~NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA:~~

~~1. Definitions. For purposes of this policy resolution, the following words and phrases shall have the meanings indicated:~~

1. "Campaign" or "campaigning"

~~a. "Employees" means all acts done by a candidate and his or her adherents to obtain votes to be cast toward a nomination or in an election.~~

~~2. "Candidate" means an individual who seeks nomination or election to any elective public office whether or not the person is elected. Absent any other evidence of candidacy, an individual is deemed to be a candidate if the individual has received political contributions or made expenditures or has consented to another person receiving contributions or making expenditures with a view to bringing about the individual's nomination or election.~~

1 For employees subject to the State Personnel Act (SPA), political activities are governed by Article 5, Chapter 126 of the North Carolina General Statutes, policies adopted by the Office of State Human Resources (OSHR) and campus policies adopted in accordance therewith.

3. "Election" includes a primary, special, runoff, or general election.

4. "Employee" means an individual who is employed by employees of the University of North Carolina and is exempt from the State Personnel Act (Chapter 126 of the General Statutes) pursuant to G.S. 126-5(c1).

5. "Endorse" means a public statement by an individual expressing support or approval of another individual's candidacy for public office.

6. "On duty" means the time period when an employee is: (a) in a pay status other than paid leave, compensatory time off, or excused or authorized absence (including leave without pay); (b) representing the University of North Carolina or any of the constituent institution or subdivision thereof in an official capacity; or (c) expected to perform services for which he or she receives compensation from the University. Provided, however, an employee who is or may be expected to perform his or her duties on a twenty-four hour per-day basis shall not be considered on duty except during regularly scheduled working hours or at other times when the employee is actually performing the duties of his or her office. institutions who are exempt from the State Personnel System (Article 1 of Chapter 126 of the General Statutes).

7. "Partisan" when used as an adjective means related to a political party.

8. "Partisan political group" means any committee, club, or other organization which is affiliated with a political party or candidate for public office in a partisan election, or organized for a partisan purpose, or which engages in partisan political activity.

9. "Partisan political office" means any public office for which any candidate is nominated or elected as representing a political party, but does not include any office or position within a political party or affiliated organization.

10. "Political activity" means actions directed toward the success or failure of a candidate for public office, political party, or partisan political group including, but not limited to, campaigning, political management, and soliciting financial contributions for political purposes.

11. "Political management" means taking an active part in the direction, supervision, or management of a partisan political group or a campaign for public office.

12. "Political party" means a national political party, a state political party, or an affiliated organization.

13. "Political purpose" means an objective of promoting or opposing a political party, candidate for public office, candidate for partisan political office, or partisan political group.

14. b. "Senior administrative officers" means the President and all employees on the President's staff and the chancellors and senior officials of the constituent institutions, including persons at the rank of vice chancellor, provost, dean, and other positions of equivalent rank and responsibility.

e. "Public office" means any national, state, or local governmental position of public trust and responsibility, whether elective or appointive, which is created, prescribed, or recognized by constitution, statute, or ordinance (other than within the University of North Carolina).

15. "Senior officers" means the president, the chancellors, and the senior academic and administrative officers (SAAO) described in Policy 300.1.1, subpart I.A., who are at the rank

of vice president, vice chancellor, provost, dean, and other positions of equivalent rank and responsibility.

16. "Solicit" means to request expressly of another person that he or she contribute something to a candidate, a campaign, a political party, or partisan political group.

II. d. "Compensation which is more than nominal" means compensation over and above (1) payments in the nature of reimbursements for expenses incurred by the office holder incident to holding office (whether calculated on an average per diem basis or on an actual expense basis) plus (2) the amount of per diem compensation prescribed by N.C.G.S. § 138-5(a)(1) (currently established to be \$15 per diem).

2. Holding Public Offices Concurrent With University Employment.

a. Full Time Public Offices.

Upon election to or acceptance of appointment to a public office requiring full time service an employee of the University will be deemed to have resigned from his or her University employment; provided, that if deemed practicable by the University, an affected employee may be granted a full leave of absence from University employment, without pay, to coincide with the period of public service, with such period of leave not to exceed two years in any case; such a request for leave shall be addressed to and resolved by the Board of Governors² shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a chancellor, it shall be accompanied by a recommendation of the Board of Trustees).

b. Part Time Public Offices For Which Compensation Is More Than Nominal.

If a University employee is elected to or accepts appointment to a public office requiring part time service, for which compensation is more than nominal (including membership in the General Assembly), it shall be presumed that holding such public office creates a conflict of time or interest which interferes with responsibilities owed the University and which requires the affected employee either to procure an appropriate leave of absence or to resign from University employment. If prior to assuming the public office the affected employee by petition is able to establish to the satisfaction of the University that, contrary to the presumption, holding such public office in fact will not create a conflict of time or interest which interferes with responsibilities owed the University, the resignation requirement shall not be applicable; if consistent with the presumption of the resignation requirement is found to be applicable, upon request by the affected employee and if deemed practicable by the University the employee may be granted a full or partial leave of absence from University employment, with corresponding suspension of or reduction in pay, applicable to the period for public service (if a full leave of absence is deemed necessary and is granted, it shall not exceed two years in any case; if a partial leave of absence is deemed necessary and is granted, the period of leave shall be at the discretion of the University). Such petitions for leave by senior administrative officers (and by all other employees if the petition is for service in the General Assembly) shall be addressed to and resolved by the Board of Governors³, shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a chancellor, it shall be accompanied by a recommendation of the Board of Trustees); such petitions for leave by University employees other than senior administrative officers (with the exception of petitions for service in the General

² Pursuant to NCGS § 116-11(13), and notwithstanding *The Code* or any other Board of Governors policy, the Board of Governors has delegated certain authorities to the President of the University. See Policy 200.6, *Delegation Authority to the President of the University*, adopted 11/13/06.

³ See Footnote 1.

~~Assembly) shall be addressed to and resolved by the Appropriate Board of Trustees and shall be transmitted through the chancellor. With respect to each such decision rendered by a Board of Trustees, the chancellor shall transmit to the Committee on University Governance of the Board of Governors a report, containing such information as the committee may specify, concerning the action of the Board of Trustees.~~

~~e. ——— Part Time Offices For Which Compensation Is Only Nominal.~~

~~Election to or acceptance of appointment to a public office requiring part time service, for which no compensation is paid or for which the compensation paid is only nominal, shall be resumed not to create a conflict of time or interest which interferes with responsibilities owed the University; provided, that if the President (with respect to senior administrative officers) or the chancellor (with respect to other employees) believes that, contrary to the presumption, there will be a conflict to time or interest in the particular case, the question may be referred for resolution by either the Board of Governors or the appropriate Board of Trustees (depending on whether or not the employee is a senior administrative officer). Any employee who files as a candidate for or intends to accept appointment to such a public office must file promptly with his or her immediate supervisor a written statement setting forth the amount of any payments to which the holder of such office is entitled as officeholder.~~

~~3. ——— Candidacy For Elective Public Office.~~

~~a. ——— Full Time Offices:~~

~~The candidacy of a University employee for election to a public office requiring full time service is presumed to create a conflict of time which interferes with the performance of responsibilities owed the University and requires the affected employee either to procure an appropriate leave of absence or to resign from University employment. If prior to announcing his or her candidacy the affected employee by petition is able to establish to the satisfaction of the University that, contrary to the presumption, such candidacy in fact will not create a conflict of time which interferes with responsibilities owed the University, the resignation requirement shall not be applicable; if consistent with the presumption the resignation requirement is found to be applicable, upon request by the affected employee and if deemed practicable by the University the employee may be granted a full or partial leave of absence from University employment, with corresponding suspension of or reduction in pay, to be coextensive with the period of candidacy. Such petitions and/or requests for leave shall be addressed to and resolved by the Board of Governors⁴, shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a chancellor, it shall be accompanied by a recommendation of the Board of Trustees).~~

~~b. ——— Part Time Offices For Which Compensation Is More Than Nominal.~~

~~The candidacy of a University employee for election to a public office requiring part time service, for which compensation is more than nominal (including membership in the General Assembly), is presumed to create a conflict of time which interferes with the performance of responsibilities owed the University and requires the affected employee either to procure an appropriate leave of absence or to resign from University employment. If prior to announcing his or her candidacy the affected employee by petition is able to establish to the satisfaction of the University that, contrary to the presumption, such candidacy in fact will not create a conflict of time which interferes with responsibilities owed the University, the resignation requirement shall not be applicable; if consistent with the presumption the resignation requirement is found to be applicable, upon request by the affected employee and if deemed practicable by the University the employee may be granted a full or partial leave of absence from University employment, with~~

⁴-See Footnote 1.

~~corresponding suspension of or reduction in pay, to be coextensive with the period of candidacy. Such petitions for leave by senior administrative officers (and by all other employees if the petition concerns candidacy for the General Assembly) shall be addressed to and resolved by the Board of Governors⁵, shall be transmitted through the President and shall be accompanied by a recommendation from the appropriate chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a chancellor, it shall be accompanied by a recommendation of the Board of Trustees); such petitions for leave by University employees other than senior administrative officers (with the exception of petitions concerning candidacy for the General Assembly) shall be addressed to and resolved by the appropriate Board of Trustees and shall be transmitted through the chancellor. With respect to each such decision rendered by a Board of Trustees, the chancellor shall transmit to the Committee on University Governance of the Board of Governors a report, containing such information as the committee may specify, concerning the action of the Board of Trustees.~~

~~e. Part Time Offices For Which Compensation Is Only Nominal.~~

~~The candidacy of a University employee for election to a public office requiring part-time service, for which no compensation is paid or for which the compensation paid is only nominal, is presumed not to create a conflict of time which interferes materially with responsibilities owed the University; provided, that if the President (with respect to senior administrative officers) or the chancellor (with respect to other employees) believes that, contrary to the presumption, there will be a material conflict of time in the particular case, the question may be referred for resolution by either the Board of Governors or the appropriate Board of Trustees (depending on whether or not the employee is a senior administrative officer). Any employee who files as a candidate for such a public office must file promptly with his or her immediate supervisor a written statement setting forth the amount of any payments to which the holder of such office is entitled as officeholder.~~

~~4. Political Campaign Activities.~~

~~A. Permissible Activities. An employee may engage in political activity. With respect to the extent not expressly prohibited by law or applicable policy.~~

~~1. Permissible activities include, but are not limited to:~~

- ~~a. Registering, voting, and otherwise participating in elections;~~
- ~~b. Becoming a candidate his or her own candidacy for and holding election to public office in accordance with University policy;~~
- ~~c. Expressing opinions privately and publicly on political subjects;~~
- ~~d. Participating in political organizations;~~
- ~~e. Participating in political campaigns;~~
- ~~f. Engaging in political management; and~~

~~Soliciting, accepting, receiving, and making financial contributions or to any other person's candidacy for political purposes to political parties, partisan political groups, and campaign committees of candidates for election to public office, no University employee shall:~~

~~⁵ See Footnote 1.~~

~~2. Nothing in this policy prohibits, or otherwise limits, teaching, inquiry, classroom discussion or discourse concerning political issues, including campaigns, candidates, political groups or issues in campaigns for public office, that are within the subject matter of any academic program, course, curriculum, or study.~~

~~3. An employee may participate fully in public affairs in a manner that does not compromise his or her efficiency or integrity as an employee or the neutrality, efficiency, or integrity of the University constituent institution or unit in which he or she is employed.~~

~~4. The political opinions assumed by employees are personal ones, and employees must ensure that they do not imply that such opinions are endorsed by the University.~~

~~B. Prohibited Activities. An employee may not:~~

~~1. Participate in political activity while on duty;~~

~~2. a. Use the authority of his or her position, University funds, services, supplies, equipment, information technology resources, vehicles, or other University property, to endorse, campaign for, secure to support for or oppose any candidate, political party, partisan political group, referendum, or issue in an election, or affect the results thereof; or the candidacy of any person for elective public office;~~

~~3. b. Make any promise of preferential treatment (or actually confer such preference) or make any threat of detrimental treatment (or actually impose such detriment) to any person, including with respect to any condition or incident of employment over which the employee has authority, control, or influence, for purposes of inducing support or opposition to any candidate for elective public office, political party, or partisan political group.~~

~~C. Senior Officers. The University will supply to any candidate for public office information of a substantive nature, whether it is information on agriculture, economics, education or any other topic. It is important that all candidates know they can receive factual information from the University, but it should be made clear that the administration of the University will not be identified with any candidate or any party. Accordingly, in addition to the restrictions set forth in subpart 3.a., above, a senior officer may not:~~

~~1. Solicit, accept, or receive financial contributions from other persons or organizations on behalf of any candidate for partisan political office or the campaign committee of any candidate for partisan political office; or~~

~~2. Endorse or oppose a candidate for partisan political office or a candidate for political party office in a political advertisement, broadcast, campaign literature, or similar material.~~

~~D. Violations. Violation of the prohibitions contained in subparagraphs Ba. and Cb., above, shall be cause for appropriate disciplinary action, including discharge from employment.~~

~~III. Other Matters.~~

~~A. 5. Other Leaves of Absence for Senior Administrative Officers.~~

~~A senior administrative officer who desires a leave of absence for purposes other than political candidacy or office holding may petition the University for such a leave in the following manner: (a) with respect to periods of leave not to exceed 90 days, the petition shall be addressed to and resolved by the President, who shall report to the Board of Governors all such leave arrangements as he may grant; (b) with respect to periods of leave to exceed 90 days, the petition shall be addressed to and resolved by the Board of Governors, shall be transmitted through the President, and shall be accompanied by a recommendation from the appropriate chancellor in any case pertaining to an institutional employee (if the request for leave pertains to a chancellor, it shall be accompanied by a recommendation of the Board of Trustees).~~

~~6. Appeals.~~

~~With respect to any decision reached by a Board of Trustees as prescribed in Sections 2 and 3 of this resolution, an employee aggrieved by the decision may appeal to the Board of Governors only on the basis of an allegation that such decision was contrary to the provisions of this resolution. Any such appeal shall be addressed to the chancellor for transmission to the President, who in turn will transmit the appeal to the Board of Governors.~~

~~7. Effective Date.~~

~~The requirements of this policy shall be effective upon resolution shall be applicable prospectively only, on and after the date of adoption by the Board of Governors. No change in the employment status of an employee who was an incumbent in a public office as of the adoption date of this resolution shall be required under the terms of this resolution for the balance of the term of office being served on the effective date of this resolution.~~

~~B. Policies of Constituent Institutions. The board of trustees of each constituent institution shall adopt policies governing political activities of employees. Policies adopted or substantively amended by a board of trustees regarding political activities of employees shall be effective upon approval by the president.~~

~~C. &. Relation to Other State Laws. This policy is~~

~~The foregoing regulations as adopted by the Board of Governors are designed to supplement, and does not purport in any way to supplant or modify, those statutory enactments and rights which may govern or limit the political activities of employees of the State of North Carolina.~~

~~D. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted by the president.~~

~~9. Repeal of Prior Enactments.~~

~~With respect to the resolution of the Board of Governors entitled "Policies Concerning Senior Administrative Officers of The University of North Carolina" which was adopted under date of September 13, 1974, paragraphs 1, 2, and 3 of said resolution are repealed; additionally, the resolution of the Board of Trustees of The University of North Carolina entitled "Statement of Policy on Elective Office Holding" which was adopted under date of November 14, 1969, is repealed.~~

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The UNC Policy Manual
400.1.1.3[G]
~~Adopted 05/23/12~~
~~Amended / /14~~

APPENDIX A

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**UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO PLAN
A NEW DEGREE PROGRAM**

THE PURPOSE OF ACADEMIC PROGRAM PLANNING: Planning a new academic degree program provides an opportunity for an institution to make the case for need and demand and for its ability to offer a quality program. The notification and planning activity to follow do not guarantee that authorization to establish will be granted.

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B ____ M ____ Res. Doc. ____ Prof. Doc. ____

Exact Title of the Proposed Program:

Exact Degree Abbreviation (e.g., B.S., B.A., M.A., M.S., Ed.D., Ph.D.):

Does the proposed program constitute a substantive change as defined by SACS? Yes ____ No ____

The current SACS Substantive Change Policy Statement may be viewed at:
<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

If yes, please briefly explain.

Proposed date to ~~establish~~ enroll first students in degree program: _____ Month
_____ Year _____

1. Provide a summary of the status of this proposal in your campus review processes.

a. List the campus bodies that reviewed and commented on this Appendix A proposal before submission to UNC General Administration. What were their determinations? Include any votes, if applicable.

b. Summarize any issues, concerns or opposition raised throughout the campus process and comment periods. Describe revisions made to address areas of concern.

2. Describe the proposed new degree program. The description should include:

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- a. a brief description of the program and a statement of educational objectives;
- b. the relationship of the proposed new program to the institutional mission;
- c. the relationship of the proposed new program to existing programs at the institution and to the institution's strategic plan; and
- d. special features or conditions that make the institution a desirable, unique, or cost effective place to initiate such a degree program.

~~2.3.~~ Provide documentation of student demand ~~and evidence of~~. Discuss the proposed program's responsiveness to which students will be drawn from a pool of students not previously served by the needs institution. Evidence of student demand should reflect likely applicant pools (local, regional, statewide, national, or global) and could include:

- a. Surveys of potential enrollees (such as students or alumni of feeder programs, community college enrollees, etc.).
- b. Enrollment data from existing minor, concentration or certificate programs on your campus.
- a-c. Enrollment data from similar programs in UNC, the region, state, or nation/country.

~~4.~~ Provide evidence of societal demand and employability of graduates from as many of the following sources as feasible unless a good reason exists why such evidence cannot be obtained and similar evidence is presented from sources not listed here.

- a. Labor market information (www.networks.gov) – Current and projected industry and occupational data by region and statewide from the NC Department of Commerce. Available data include (but are not limited to):
 - (1) Area, occupation, and industry profiles.
 - (2) NC occupational and employment projections.
 - (3) Job postings.
 - (4) Economic and demographic indicators.
- b. National occupational and industry projections (<http://www.bls.gov/data/>) – National, regional and state outlook for occupations, also including wage data.
- c. Wages and employment of graduates in North Carolina – Percentage of graduates of UNC programs employed in North Carolina and wages paid to graduates of UNC programs employed in North Carolina.
- d. Wages and employment of graduates nationally when these data becomes available (see http://www.doleta.gov/performance/pfdocs/wris2_status_state_optin.pdf) – Wages paid to graduates of UNC programs employed nationally (North Carolina partnership in WRIS2 forthcoming).
- e. Job-posting analyses.
- f. Projections from professional associations or industry reports.
- g. Data concerning employment and wages for graduates of a particular program area from the UNC alumni survey when this survey and data become available.

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5. List all other public and private institutions of higher education in North Carolina currently operating programs similar to the proposed new degree program, including their mode of delivery.

a. Show a four-year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); describe what was learned in consultation with each program regarding their experience with student demand and job placement. Indicate how their experiences influenced your enrollment projections.

Institution:

Program Title:

	(year)	(year)	(year)	(year)
Enrollment				
Degrees-awarded				

b. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have been or will be taken to actively pursue those opportunities where appropriate and advantageous.

~~c.~~ Present evidence that establishment of this program would not create unnecessary program duplication.

6. Are there plans to offer all or a portion of this program to students off-campus or online? If so,

- a. Briefly describe these plans, including sites and method(s) of delivering instruction.
- b. Indicate any similar programs being offered off-campus or online in North Carolina by other institutions (public or private).
- c. What is the estimated percentage of courses in the degree program that will be offered/available off-campus or online: _____
- d. Estimate the number of off-campus or online students that would be enrolled in the first and fourth years of the program:

First Year Full-Time _____ Part-Time _____

Fourth Year Full-Time _____ Part-Time _____

Note: If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery is conditioned upon BOG program approval. (400.1.1[R], page 3)

5

7. Estimate the total number of students that would be enrolled in the program during the first year of operation: Full-Time _____ Part-Time _____

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Estimate the total number of students that would be enrolled in the program during the fourth year of operation: *Full-Time* _____ *Part-Time* _____

~~6~~8. Will the proposed program require development of any new courses: Yes _____ No _____

If yes, briefly explain.

~~7~~9. Will any of the resources listed below be required to deliver this program? (If yes, please briefly explain in the space below each item, state the estimated new dollars required at steady state after four years, and state the source of the new funding and resources required.)

- a. New Faculty: Yes _____ No _____
- b. Additional Library Resources: Yes _____ No _____
- c. Additional Facilities and Equipment: Yes _____ No _____
- d. Additional Other Program Support: Yes _____ No _____
(for example, additional administrative staff, new Master's program graduate student assistantships, etc.)

~~10~~8. Does the program require enrollment growth funding in order to be implemented and sustained? If so, can the campus implement and sustain the program should enrollment growth funding be unavailable? Letters of commitment should be provided.

~~11~~. For graduate programs only:

~~a~~. Does the campus plan to seek approval for program require a tuition differential or program specific fee for this new in order to be implemented and sustained?
graduate program? Yes _____ No _____

~~b~~a. If yes, state the amount of tuition differential or fee being considered, and give a brief justification.

~~9~~b. Can the campus implement and sustain the program if the tuition differential or program fee is not approved? Letters of commitment should be provided.

~~12~~. For doctoral programs only:

- a. Describe the research and scholarly infrastructure in place (including faculty) to support the proposed program.
- b. Describe the method of financing the proposed new program (including extramural research funding and other sources) and indicate the extent to which additional state funding may be required.
- c. State the number, amount, and source of proposed graduate student stipends and related tuition benefits that will be required to initiate the program.

~~10~~13. List the names, titles, e-mail addresses and telephone numbers of the person(s) responsible for planning the proposed program.

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This request for authorization to plan a new program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: _____ **Date:** _____

APPENDIX C
UNIVERSITY OF NORTH CAROLINA
REQUEST FOR AUTHORIZATION TO ESTABLISH
A NEW DEGREE PROGRAM

***INSTRUCTIONS:** Each proposal should include a 2-3 page executive summary. The signature of the Chancellor is required. Please submit one hard copy and an electronic copy of the proposal to the Office of the Senior Vice President of Academic Affairs at UNC General Administration.*

Date: _____

Constituent Institution:

CIP Discipline Specialty Title:

CIP Discipline Specialty Number: _____ Level: B _____ M _____ Res. Doc. _____ Prof. Doc. _____

Exact Title of the Proposed Degree:

Exact Degree Abbreviation (e.g., B.S., B.A., M.A., M.S., Ed.D., Ph.D.):

Does the proposed program constitute a substantive change as defined by SACS? Yes _____ No _____

The current SACS Substantive Change Policy Statement may be viewed at:
<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

If yes, please briefly explain.

Proposed date to ~~establish~~**enroll first students in** degree program: _____ *Month*
_____ *Year* _____

Are there plans to offer ~~all 50%~~ or ~~a portion more~~ of ~~this~~ program **credit hours** to students off-campus or online? Yes _____ No _____

If yes, complete the form to be used to request establishment of a distance education program and submit it along with this request.

Note: If a degree program has not been approved by the Board of Governors, its approval for alternative, online, or distance delivery must wait until BOG program approval is received. (400.1.1[R], page 3)

~~*This Appendix C supersedes the preceding Appendix C entitled, "Request for Authorization to Establish a New Degree Program," adopted May 6, 2009.~~

Provide a summary of the status of this proposal in your campus review processes.

- a. List the campus bodies that reviewed and commented on this Appendix C proposal before submission to UNC General Administration. What were there determinations? Include any votes, if applicable.
- b. Summarize any issues, concerns or opposition raised throughout the campus process and comment periods. Describe revisions made to address areas of concern.

I. Description of the Program

- A. Describe the proposed degree program (i.e., its nature, scope, and intended audience).
- B. List the educational objectives of the program.
- C. Describe the relationship of the program to other programs currently offered at the proposing institution, including the common use of:
 1. Courses
 2. Faculty
 3. Facilities, and
 4. Other resources
- ~~D. Identify opportunities for collaboration with institutions offering related degrees and discuss what steps have or will be taken to actively pursue those opportunities where appropriate and advantageous.~~

~~H. **JUSTIFICATION FOR THE PROGRAM – NARRATIVE STATEMENT**~~ II. Justification for the Program – Narrative Statement

- A. Describe the proposed program as it relates to:
 1. Institutional mission
 2. Strategic plan
 - ~~3. Responsiveness to local, regional, or statewide needs~~
 3. Student demand. ~~Discuss~~ Provide any update to the extent to which students will be drawn from a pool documented evidence of students not previously served by student demand presented in Appendix A.
 4. Societal demand and employability of graduates. Provide any update to the institution
 5. documented evidence of societal demand and employment opportunities. ~~Document need for proposed~~ presented in Appendix A.
- ~~B. Provide any update to the discussion of similar degree recipients in the region, the state, or nationally~~
- ~~B. Discuss potential program duplication, program competitiveness, and programs and opportunities for collaboration in the delivery of the program~~
 - ~~1. Identify similar programs offered by public and private universities elsewhere in North Carolina. Indicate how the proposed new presented in Appendix A. Discuss here the feasibility of a joint or collaborative degree program differs from other programs like it within with one or more UNC. If the program duplicates other UNC programs, explain:~~

- ~~a. Why the proposed program is necessary or justified, and~~
- ~~b. How all or portions of the curriculum might be offered collaboratively with another UNC institution.~~
- ~~2. If the program is a graduate or first professional degree, compare it with other similar programs in public and private universities in North Carolina, in the region, and in the nation. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.~~ institutions.
- C. Enrollment (baccalaureate programs should include only upper division majors, that is, juniors and seniors).

Headcount enrollment

~~Show a four year history of enrollments and degrees awarded in similar programs offered at other UNC institutions (using the format below for each institution with a similar program); indicate which of these institutions you consulted regarding their experience with student demand and job placement. Indicate how their experiences influenced your enrollment projections.~~

~~Institution:~~

~~Program Title:~~

Please indicate the anticipated first year and fourth year steady-state enrollment (head count) for the proposed program.

Year 1: Full Time _____ Part-time _____ Total _____

Year 4: Full-time _____ Part-time _____ Total _____

III. Program Requirements and Curriculum

A. Program Planning

- 1. List the names of institutions with similar offerings regarded as high quality programs by the developers of the proposed program.
- 2. List institutions visited or consulted in developing this proposal. Also discuss or append any consultants' reports or committee findings generated in planning the proposed program.

B. Admission. List the following:

- 1. Admissions requirements for proposed program (indicate minimum requirements and general requirements).
- 2. Documents to be submitted for admission (listing or attach sample).

C. Degree requirements. List the following:

- 1. Total hours required. State requirements for Major, Minor, General Education, etc.
- 2. Other requirements (e.g. residence, comprehensive exams, thesis, dissertation, clinical or field experience, "second major," etc.).

For graduate programs only, please also list the following:

3. Proportion of courses open only to graduate students to be required in program
 4. Grades required
 5. Amount of transfer credit accepted
 6. Language and/or research requirements
 7. Any time limits for completion
- D. For all programs, list existing courses by title and number and indicate (*) those that are required. Include an explanation of numbering system. List (under a heading marked "new") and describe new courses proposed.
- IV. Faculty
- A. (For undergraduate and Master's programs) List the names, ranks and home department of faculty members who will be directly involved in the proposed program. The official roster forms approved by SACS may be submitted. For Master's programs, state or attach the criteria that faculty must meet in order to be eligible to teach graduate level courses at your institution.
 - B. (For doctoral programs) List the names, ranks, and home department of each faculty member who will be directly involved in the proposed program. The official roster forms approved by SACS may be submitted. Provide complete information on each faculty member's education, teaching and research experience, research funding, publications, and experience directing student research including the number of theses and dissertations directed.
 - C. Estimate the need for new faculty for the proposed program over the first four years. If the teaching responsibilities for the proposed program will be absorbed in part or in whole by the present faculty, explain how this will be done without weakening existing programs.
 - D. Explain how the program will affect faculty activity, including course load, public service activity, and scholarly research.
- V. Library
- A. Provide a statement as to the adequacy of present library holdings for the proposed program to support the instructional and research needs of this program.
 - B. State how the library will be improved to meet new program requirements for the next four years. The explanation should discuss the need for books, periodicals, reference material, primary source material, etc. What additional library support must be added to areas supporting the proposed program?
 - C. Discuss the use of other institutional libraries.
- VI. Facilities and Equipment
- A. Describe facilities available for the proposed program.
 - B. Describe the effect of this new program on existing facilities and indicate whether they will be adequate, both at the commencement of the program and during the next decade.
 - C. Describe information technology and services available for the proposed program
 - D. Describe the effect of this new program on existing information technology and services and indicate whether they will be adequate, both at the commencement of the program and during the next decade.

VII. Administration

Describe how the proposed program will be administered, giving the responsibilities of each department, division, school, or college. Explain any inter-departmental or inter-unit administrative plans. Include an organizational chart showing the "location" of the proposed new program.

VIII. Accreditation and Licensure

A. Where appropriate, describe how all licensure or professional accreditation standards will be met, including required practica, internships, and supervised clinical experiences.

B. ~~A.~~ Indicate the names of all accrediting agencies normally concerned with programs similar to the one proposed. Describe plans to request professional accreditation.

~~BC.~~ If the new degree program meets the SACS definition for a substantive change, what campus actions need to be completed by what date in order to ensure that the substantive change is reported to SACS on time?

~~CD.~~ If recipients of the proposed degree will require licensure to practice, explain how program curricula and title are aligned with requirements to "sit" for the licensure exam.

IX. Supporting Fields

Discuss the number and quality of lower-level and cognate programs for supporting the proposed degree program. Are other subject-matter fields at the proposing institution necessary or valuable in support of the proposed program? Is there needed improvement or expansion of these fields? To what extent will such improvement or expansion be necessary for the proposed program?

X. Additional Information

Include any additional information deemed pertinent to the review of this new degree program proposal.

XI. Budget

~~Based upon your responses in previous sections, provide estimates of the A. Complete and insert the Excel budget template provided showing incremental continuing and one-time costs required to implement the proposed program.~~

~~A. Estimates should be provided for each year of the first and fourthfour years of the program in the following broad categories and be inclusive of applicable employee fringe benefit costs:~~

~~1. New Faculty and Instructional Support Staff (including Library)~~

~~2. New Non-Academic Administrative Support Positions~~

~~3. Recurring Operational Expenses (e.g., supplies, materials, telephone, travel, insurance, library or software subscriptions, equipment maintenance, etc.)~~

~~4. One-time expenses for facilities renovations or additions, equipment purchases, library materials, etc. Supplement the template with a budget narrative for each year.~~

B. Based on the campus' estimate of available existing resources or expected non-state financial resources that will support the proposed program (e.g., federal support, private sources, tuition revenue, etc), will the campus:

Redline Version

1. Seek enrollment increase funds or other additional state appropriations (both one-time and recurring) to implement and sustain the proposed program? If so, please elaborate.
2. Require differential tuition supplements or program-specific fees? If so, please elaborate.
 - a. State the amount of tuition differential or program-specific fees that will be requested.
 - b. Describe specifically how the campus will spend the revenues generated.
 - c. Does the campus request the tuition differential or program-specific fees be approved by the Board of Governors prior to the next Tuition and Fee cycle?

C. If ~~additional~~ enrollment increase funding, differential tuition, or other state appropriations ~~elaborated above~~ noted in the budget templates are not forthcoming, can the program still be implemented and sustained and, if so, how will that be accomplished? Please elaborate. and provide documentation of campus commitments where appropriate.

XII. **EVALUATION PLANS** Evaluations Plans

All new degree program proposals must include an evaluation plan which includes:

- A. Criteria to be used to evaluate the quality and effectiveness of the program, including academic program student learning outcomes.
- B. Measures (metrics) to be used to evaluate the program (include enrollments, number of graduates, and student success).
- C. The plan and schedule to evaluate the proposed new degree program prior to the completion of its fourth year of operation.

XIII. Reporting Requirements

Institutions will be expected to report on new program productivity as a part of the biennial low productivity program review process.

XIV. Attachments

Attach the final approved Appendix A as the first attachment following this document.

This proposal to establish a new degree program has been reviewed and approved by the appropriate campus committees and authorities.

Chancellor: _____ **Date:** _____

Out-of-State Undergraduate Enrollment

To ensure that constituent institutions maintain a level of out-of-state undergraduate enrollment consistent with historical University policy and tradition, and one consistent with strong and balanced educational programs, it is recommended that the Board of Governors adopt this statement of policy:¹

a. Each constituent institution, except the North Carolina School of the Arts, shall take necessary steps to limit the proportion of out-of-state students in the entering freshman class to not more than 18 percent by the fall of 1988. In any instance in which a chancellor believes that his institution would suffer serious problems or hardships in reaching this limit within the time provided, he may petition the president and the Board of Governors for an extension of time to meet the 18 percent limit, which petition may be granted on an annual basis not to extend beyond the fall of 1990. The petition shall set forth the reason for the request, the steps taken by the institution in furtherance of the policy, and the progress made. The chancellor shall furnish such other information as may be requested by the president.

b. The president shall monitor progress toward this goal, and shall make interim reports on fall 1986, and fall 1987, enrollments to the board.

c. The board shall review this policy in 1988-89 and consider then whether amendments should be made or further measures adopted.

d. It is the board's expectation that institutions will admit only academically well-qualified out-of-state students. In any year in which the average combined SAT score for out-of-state freshmen is below that for North Carolina freshmen, the president shall require a written report from the chancellor. The president will include in his interim reports to the board information on the average combined SAT scores for both groups of freshmen.

e. Beginning with the fall of 1994, any constituent institution, except the North Carolina School of the Arts, that exceeds the 18 percent out-of-state freshman enrollment limitation prescribed in paragraph (a) above for two consecutive fiscal years shall have its State operating budget reduced. This reduction shall be made in the second fiscal year in which the two consecutive fiscal year condition is violated; the reduction shall be made, on a non-recurring basis, immediately after the Board of Governors approves the annual enrollment report at its November meeting. The budget reduction shall be based on the number of out-of-state freshmen enrolled in excess of the 18 percent limitation and the established method used for calculating the operating requirements for regular term enrollment changes.

f. The Board of Governors may, on the president's recommendation, authorize enrollment pilot programs that are exempt from the requirements of paragraphs (a) and (e) of this policy.

¹The North Carolina School of Science and Mathematics may not admit or enroll out-of-state students. See G.S. 116-235.