Course Approval and Faculty Hiring Process

1. Course proposed by primary sponsoring department/school or school global liaison

2. In collaboration with sponsoring department(s)/school(s), proposal reviewed by site and Global Programs for possible enhancements, overlapping offerings and potential faculty to hire

3. Primary sponsoring school/department sends proposal to curriculum committee(s) for approval
   - If yes, Site prepares job description and places advertisement with input from department(s)/school(s) unless local faculty are identified by department*
   - If no, process ends

4. Site prepares job description and places advertisement with input from department(s)/school(s) unless local faculty are identified by department*

5. With guidance from school(s)/department(s) site recommends ~3 finalists to sponsoring academic department/school

6. Sponsoring academic department(s)/school(s) interviews finalists (phone, videoconference)

7. Department(s)/school(s) recommends candidate to site

8. Site, with department(s)/school(s), makes offer to candidate; course listed for registration

9. If currently listed as a topics course, then course goes to the school committee for approval and final course number for cross-listing

*At any point in the hiring process, the department/school can initiate all steps of the process.

**Please note that this process is in addition to any school-based processes and requirements

- Proposals for new courses can be sent to global.academics@nyu.edu
- If course will go through a school-based curriculum committee, faculty could be proposed at time of submission to school curriculum committee.
- For existing courses where there is a faculty departure or a replica of an existing course, the sponsoring department/school should begin at Step 4.
- The SSAC meetings can be used to discuss curricular changes/updates/shared interests.
- Courses listed as topics courses cannot be cross-listed, per FAS rule; Global Programs can help with cross-listing courses by facilitating school review of courses.
**New Program Approval Process**

Program proposed by primary sponsoring department/school or school global liaison

In relevant cases, visit to the site with NY Global Programs leadership and faculty lead or dean, working closely with Site Director, to understand program needs/development, including flow of students, space needs and local partner organizations

In collaboration with sponsoring department(s)/school(s), proposal reviewed by site and Global Programs for possible enhancements, overlapping offerings, potential faculty to hire or partnerships, and costs for new programs

NY Global Programs and site finalize contracts relevant to program such as space and local partner organizations

Primary sponsoring school/department sends proposal to school curriculum committee(s) for approval with Global Programs input

Program is announced

Questions to Consider:
- Who is the program’s target population?
- What is the number of students expected to enroll (why will these students go? will it be required? integral part of the program, etc?). Note: Enrollments are relevant in the context of new program development given the resources necessary for the development of new programs.
- What are the (optimal) hours the classes will meet/semesters to be offered? What number of classes will be offered? Will new courses need to be added? Will current courses be used?
- Will the courses be open to students from other departments/schools?
- Are any of the program courses major/minor requirements?
- Could any courses be cross-listed with other departments?
- What are the faculty needs (number) and where will they be drawn from?
- What are the space and technology needs and why?
- Will the program partner with a local organization(s)? If so, has an organization been identified? What role will the organization play in the new program’s development?
- What administrative needs might the new program have?

**Please note that this process is in addition to any school-based processes and requirements**