



Program Development Procedure UB-OVP-PR-004/0

1. Purpose

The purpose of this procedure is to establish a systematic process for the development and implementation of the academic programs at the University of Belize that aligns with the institution's mission and goals. These programs must also meet accreditation as well as national and regional professional licensing standards.

2. Scope

This procedure applies to the development of all new programs to be offered face-to-face at the University of Belize.

3. Responsibilities

- 3.1. The Board of Trustees is responsible for approving the programs at the University of Belize.
- 3.2. The President is responsible for submitting the recommendation for the approval of programs to the Board of Trustees.
- 3.3. The Academic Council is responsible for reviewing and ensuring compliance with development procedures for the endorsement of programs.
- 3.4. The Vice President of Academics is responsible for reviewing and presenting the new program to the Academic Council for endorsement, before submitting it to the Office of the President.
- 3.5. The Faculty Dean informs the Vice President of Academics and the Office of Quality Assurance and Accreditation (QA&A) of the new program development plan.
- 3.6. The Program Planning Committee is responsible for drafting the program proposal documents.
- 3.7. The Faculty Dean is responsible for establishing the Program Planning Committee.
- 3.8. The Department Chair, in consultation with the faculty, is responsible for making recommendations for the development of a program.

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for carrying out adequate consultations with internal and external stakeholders. This is essential as the proposal is being put together following the requirements outlined in the manual. The University of Belize employs a strategy for program development, following established procedural guidelines as detailed below:

5.1. Initial Phase

- 5.1.1. The Department Chair, in consultation with the faculty, recommends the development of a new program.
- 5.1.2. The Faculty Dean establishes the Program Planning Committee for the new program development. The Terms of Reference for the committee are created by the Dean, and a Committee Chair is selected at its first meeting.
- 5.1.3. The Planning Committee conducts a Feasibility Study (stakeholder's survey), analyzes, and interprets the data:
 - 5.1.3.1. To establish the national need and level of demand for the program;
 - 5.1.3.2. To ensure the program addresses the social, economic, and political impacts;
 - 5.1.3.3. To ensure institutional capacity to deliver programs cost-effectively.
- 5.1.4. The Program Planning Committee develops a list of outputs with a budget and timelines.
- 5.1.5. The Program Planning Committee completes the new program development form.
- 5.1.6. The Dean informs the Vice President of Academics and the Office of QA&A of the new program development activity by submitting the new program development form. The Dean submits the completed new program development form to the Vice President of Academics and the Office of AQ&A.

5.2. Development Phase

- 5.2.1. The Program Planning Committee designs the curriculum, including the Program Specifications document outlining the program description, program sequence, course content, learning objectives, assessment methods, course descriptions, and course syllabus of record for all courses.
- 5.2.2. The Dean establishes a Curriculum Team (chairs from other faculties, curriculum specialist (FEA), external stakeholders (opinion leader on program relevance) and creates the Terms of Reference for the team.
- 5.2.3. The Curriculum Team reviews the Program Specifications document and Course Syllabus of Record (CSR) for all courses and submits a report to the Dean on curriculum review.
 - 5.2.3.1. The Dean forwards the curriculum review report to the Program Planning Committee for action.

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- 5.2.4. The Chair of the Program Planning Committee presents the new program developed at a faculty meeting for feedback and endorsement.
- 5.2.5. The Chair of the Program Planning Committee obtains feedback from stakeholders and external peer reviewers (content experts) at other institutions with similar programs.
- 5.2.6. The Chair of the Program Planning Committee submits a curriculum package to Dean for approval/recommendations.
- 5.2.7. The Program Planning Committee identifies necessary resources, including faculty, staff, facilities, technology, and budget to support the development and delivery of the new program.
- 5.2.8. The Chair of the Program Planning Committee ensures compliance with all relevant regulatory standards - internal and external, accreditation requirements, and legal obligations throughout development.

5.2.8.1. Internal Compliance

Ensure that the compliance checklist is followed at each level of the University:

- Department/Faculty
- Human resource program requirement
- Quality Assurance
- Academic Council
- Accreditation requirements (this will be integrated and monitored at all levels)

5.2.8.2. External Compliance

- Board of Teacher Education (Faculty of Education & Arts programs)
- Ministry of Health (Faculty of Health Sciences programs)
- Other professional accrediting bodies
- Legal obligations (will be integrated at all levels)

- 5.2.9. The Program Planning Committee prepares an executive summary of the new program and submits a complete program package to the Dean.

5.3. Approval Phase

- 5.3.1. The Dean submits the executive summary of the program proposal to the Vice President of Academics for feedback/endorsement from the Academic Council (AC). Presentation of the entire program proposal package made at the Academic Council meeting.

5.3.1.1. If not endorsed, the executive summary of the program proposal is returned to the Dean.

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- 5.3.2. After endorsement by AC, the Vice President of Academics submits the endorsed executive summary of the program proposal to the President.
 - 5.3.3. The President submits the endorsed executive summary of the program proposal to the Board of Trustees for approval.
 - 5.3.3.1. If disapproved, the executive summary of the program proposal is returned to the Vice President of Academics.
 - 5.3.3.2. If approved, proceed to 5.3.4
 - 5.3.4. The approved executive summary of the program proposal is shared with the Vice President of Academics through the Office of the President.
 - 5.3.5. The Vice President of Academics notifies the approval of the program to the AC members, including the respective Dean, Office of the Registrar, Office of Quality Assurance and Accreditation, Human Resources Department, and Marketing and Communications Department.
 - 5.3.6. The Dean submits the approved executive summary and complete program proposal package to the Office of the Registrar and Office of QA&A for documentation purposes.
- 5.4. Program Documentation
- 5.4.1. The approved Program Specifications document is submitted to the Registrar for input in the Student Data Management System. This includes the following:
 - 5.4.1.1 Entering the approved Program information profile (Program Name, Campus, Modality, Program Description, Program Code, Department, Degree Type, Program Manager, Full-time/Part-time, Maximum credits if full-time or part-time, maximum credits if on probation, probation trigger, web-display, application fee, required GPA, and required entry degree/requirement).
 - 5.4.1.2. Entering the Program Sequence to activate the year and semester the program will commence, detailing each course code, course name, and semester the course is being offered, and course descriptions.
 - 5.4.1.3. Entering the program cost, which includes the tuition rate and fees for both national and international applicants.
 - 5.4.2. The Registrar activates the program to display in the admission application.
 - 5.4.2.1. The Registrar enters the name of the program as it will appear on the certificate/degree.

5.5. Implementation Phase

- 5.5.1. The Human Resource department unit enacts the recruitment process for the vacant positions (the required number of expertise in the field must be met prior to offering the program).
- 5.5.2. The Interview Panel is formed, and the selection process is executed to identify the best candidates for the various positions.
- 5.5.3. The Dean and Chair designate existing faculty to teach courses within the new program.
- 5.5.4. The Dean and Chair provide necessary orientation/training and support for new and existing faculty members to deliver the curriculum effectively.
- 5.5.5. The program planning committee, the Chair, and Dean develop marketing and recruitment strategies to attract qualified students to the new program.
- 5.5.6. The Chair and Dean collaborate with the Admissions Office and Marketing and Communications Department to promote the program to prospective students.
- 5.5.7. The University of Belize officially launches the new program, offering courses as scheduled and providing necessary support services for enrolled students.

5.6. Program Monitoring and Review Process

- 5.6.1. The program will be monitored and reviewed according to the university program monitoring manual.
- 5.6.2. In the fifth year, program reviews must be undertaken according to the university program review manual to evaluate the overall success and relevance of the program, adjusting as necessary to ensure ongoing alignment with institutional goals and national needs.

6. Reference Documents

University of Belize Program Policy

University of Belize Qualifications Framework

Program Monitoring Manual

Program Review Manual

Faculty and Staff Handbook

7. Documentation required for implementation

Program Development Form

Program Development Procedure

8. Records

The Office of Faculty Dean and the Office of the Registrar manage the records for the Program Development.

9. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not applicable	Same as Initial Release