

# Sponsored Program Protocol

**PARTICIPANTS:**                      **DEVELOPMENT STAGES:**

Key Faculty  
Department Head  
Associate Deans for  
Academic Affairs and  
Administration  
Dean

**1. EVALUATING A REQUEST FROM AN EXTERNAL PARTNER**

Your notes:

- What is the significance of the relationship with the external partner?
- How does the program relate to your unit's strategic goals?
- Additional benefits gained from offering the program (e.g., financial, faculty research)
- Based on the general parameters known about the program thus far, what resources are required to support this program (e.g., faculty, administrative support, space)? Are these resources available in your unit for the term of the program?

⇒ Proceed                      ⇒ More study required                      ■ Do not proceed

External Partner  
Key Faculty  
Department Head  
Associate Deans for  
Academic Affairs and  
Administration  
Office of Continuing Education

**2. DEFINING THE PROGRAM**

Your notes:

**Audience**

- Who is the target audience?
- Credential that will be awarded and value of this credential to target audience
- Does this audience have special needs (e.g., scheduling, academic support, resources, aid, other campus services)?
- How will you identify and recruit the participants?
- Program eligibility requirements
- Anticipated size of the cohort
- Potential for future cohorts

**Program Content**

- Degree/certification objectives
- Curriculum and course sequence
- Date the external partner would like the program to begin
- Number of instructors required; if other than UIC, what qualifications should be considered?

**Funding**

- Source(s) of funding
- Conditions for use of funds
- Amount available for each student
- Is funding on per capita or per cohort basis?
- Student financial responsibility

⇒ Proceed                      ⇒ More study required                      ■ Do not proceed

**3. IDENTIFYING RESOURCES REQUIRED TO DELIVER THE PROGRAM (Timeline and Budget)**

Key Faculty  
Department Head  
Associate Deans for  
Academic Affairs and  
Administration  
Office of Continuing Education

Your notes:

**Program Development/Implementation Timeline**

- Lead time for course/program approvals (e.g., new course(s), campus certificate, degree, alternative certification)
- How will students be admitted (campus, OCE) and what are relevant admission deadlines?
- Timeline for recruiting/selecting participants
- Are instructors and other personnel required for the program available or do they need to be recruited and hired?

# Sponsored Program Protocol

## Program Budget

- Appropriate rate of reference for budget projections (range tuition, extramural tuition)
- Use the accompanying budget worksheet to identify comprehensive program expenses (e.g., program development, instruction, space, new equipment, student support services, etc.)
- Determine appropriate pricing mechanism (applicable range tuition with guaranteed minimum enrollment or contract price) to generate adequate program revenue

⇒ Proceed

⇒ More study required

■ Do not proceed

## 4. SUBMITTING A PROGRAM PROPOSAL TO EXTERNAL PARTNER

Program Director  
Associate Deans for  
Academic Affairs and  
Administration  
Office of Continuing Education

Include the following items in your proposal:

Your notes:

- start/end dates
- credential(s) awarded upon completion
- schedule of courses listed by semester
- party responsible for recruitment
- program eligibility requirements
- admissions mechanism and deadline
- program price
- minimum/maximum enrollments
- schedule of payments
- significant program features (e.g., job placement)
- how the program will be evaluated
- deadline for accepting proposal

⇒ Proposal accepted by external partner

⇒ Changes requested?

■ Proposal declined

## 5. PREPARING A WRITTEN AGREEMENT

Program Director  
Associate Deans for  
Academic Affairs and  
Administration  
Office of Continuing Education  
Contracts Office

Complete an agreement for revenue generating programs located on the OBFS website at [www.obfs.uillinois.edu/Forms/RGAover\\$5000.doc](http://www.obfs.uillinois.edu/Forms/RGAover$5000.doc)

Your notes:

Include the following items:

- program requirements and policies (e.g., transferring previous coursework, withdrawing, options for becoming degree-seeking, if applicable, etc.)
- terms for extending agreement, if applicable
- responsibilities of external partner
- responsibilities of UIC department(s), other UIC units
- information required for invoicing

⇒ Agreement signed by external partner

⇒ Changes requested

■ Agreement declined

## 6. EVALUATING THE PROGRAM

Program Director  
Key Faculty  
Associate Deans for  
Academic Affairs and  
Administration  
Office of Continuing Education

### Program Assessment

Your notes:

- How will you assess whether the long and short-term goals of the program have been met?
- How will you evaluate the program from the student, college, and partner perspectives? Consider the academic, administrative and financial aspects of the program.
- How will the outcomes of these assessments be used to make changes in subsequent semesters/future cohorts?

### Reporting Requirements

- What reports are required (e.g., financial, enrollment), the schedule for generating them, and the list of people who should receive them?