

New Initiative* Notification Form

Name of proposed new initiative:

Originator:

Description: *(Please describe the audience, purpose, and objectives for the new initiative. Be sure to address how it relates to the University's mission as well as the strategic plan.)*

Approvals:

Department Chair (if applicable)

Date

Dean

Date

Vice Provost for CHS

Date

Provost

Date

*New initiative is used collectively and is defined as any major, minor, concentration, center, institute, program, scholarship, lecture series, etc. which originates out of an academic department or college and projects expenses of any kind, including in-kind work by faculty to oversee the initiative. **NOTE:** Until the Provost has signed off on this form, no curricular proposals, marketing materials, admissions events, budgeting plans, or any other significant investments of time or resources should be initiated by the Originator, Department Chair, or Dean.

Feedback from Approvers: