**AIC Consultant Selection Criteria**

The following criteria should be considered in selection of an external consultant:

1. Conflict of Interest: There must be no conflict of interest or appearance of a conflict of interest with the institution under review. There is a conflict of interest when the potential consultant:
   1. is a present or former employee, student, member of the governing board, owner or shareholder of, or consultant to, the institution that is seeking program approval;
   2. is a spouse, parent, child, or sibling of an individual or persons listed in (a) above;
   3. is seeking or being sought for employment or other relationship with the institution under review;
   4. has a personal or professional relationship with the institution under review that might compromise objectivity; and/or
   5. has a competitive relationship with the institution that might compromise objectivity.

There must be a five-year period between the end of the relationship and any engagement with the institution to serve as a consultant. (The only exception to this restriction is that the institution can hire the consultant to review additional programs within the five year period.)

1. Appropriate terminal degree in relevant field from an accredited institution.
2. Academic or appropriate professional experience (administration and/or teaching) in the field.
3. Research experience (where appropriate):
   1. Publications such as books and articles in referenced journals.
   2. Recipient of research grants from external funding sources such as government agencies and foundations.
4. Appropriate professional experience in relevant field(s) if the program to be reviewed has professional orientation (e.g., engineering, social work, law).
5. Knowledge of the state of the art of the field.
6. Familiarity with standards for academic programs developed by professional accrediting agencies.
7. Familiarity with existing programs.
8. Awareness of employment possibilities of graduates.
9. Knowledge of budgeting and financial matters – of critical importance if program to be reviewed would be expensive or represent a major shift in an institution’s educational mission.
10. Experience in evaluating academic programs.
11. Except in circumstances where specialized expertise is required, out-of-state consultants should be selected.
12. Send the Program Announcement along with the Consultant’s CV to the Presidents of New Jersey Colleges and Universities for a 30 day review.

The institution is responsible for distributing the PA to the presidents of New Jersey higher education institutions. Institutions are provided the opportunity to comment on issues related to program duplication, cost, mission and related matters.

Objections must be communicated to the proposing institutions within thirty days of the postmarked mailing date. They must be substantive and relate to matters of program duplication, available resources, and programmatic mission.

If objections are raised within the designated period, the proposing and objecting institutions should make every effort to resolve their differences informally in furtherance of the stated objective of institutional cooperation. If the differences cannot be resolved in this manner, the documentation with respect to objections will become part of the material forwarded to the Presidents’ Council for review.

1. Obtain internal approval of the new program ([Program Announcement](http://www.brookdalecc.edu/documents/Vice%20President%20for%20Learning/New-Program-Form.docx) template).
2. Prepare a Board of Trustee’s Resolution for approval.
3. Compile the packet required to be sent to the AIC. See required documents and format below. See AIC schedule for submission dates.

Required Documents

* 1. Program Announcement
  2. Consultant’s Report
  3. Consultant’s Curriculum Vitae
  4. Institutional Response to Consultant’s Report
  5. Board of Trustees Resolution
  6. Institutional Responses
  7. Statement of “no” objections (if objections, then include objecting institutions, responses and information about reconciliation efforts)

All program proposals should follow the following format:

1. The proposal must be paginated throughout
2. There must be a Table of Contents
3. The order of the table should be the following:
4. New Program Checklist – [See AIC Manual](http://njpc.org/documents/aic-manual-2018-19-2/view)
5. Program Announcement Cover Page
6. Narrative Proposal
   * + 1. Program objectives
       2. Evaluation and learning outcomes assessment plan – **see samples in** [AIC Manual](http://njpc.org/documents/aic-manual-2018-19-2/view)
       3. Relationship to Institutional Strategic Plan and Impact on its own Offerings
       4. Need
       5. Students
       6. Program Resources

4. Degree requirements

5. Consultant’s curriculum vitae

6. Consultant’s report – [See AIC Manual](http://njpc.org/documents/aic-manual-2018-19-2/view)

7. Institutional Response to the Consultant’s Report

8. Board of Trustees’ Resolution

9. Institutional Responses

\* Statement of “no objections” (if objections, then include objecting institutions, responses and information about reconciliation efforts)

Possible Outcomes following review by AIC:

If the Academic Issues Committee determines there are outstanding issues and/or questions remaining in regard to the proposal, the proposal will be returned to the institution for modification and/or correction before resubmission. The AIC must provide specific reasons for the return of the proposal. In its resubmission, the institution should provide responses to the issues raised by the AIC and include a copy of the original proposal. The institution may choose not to resubmit.

If the AIC identifies a concern with respect to the program exceeding programmatic mission, it will make a recommendation to NJPC which, in turn, will make a recommendation to the Secretary of Higher Education. If AIC identifies concern regarding the proposed program being unduly expensive or duplicative, it may seek to resolve differences through informal mediation or hearing. If NJPC determines the program is unduly costly or duplicative, it will be referred to Secretary of Higher Education for review.

If the Academic Issues Committee determines there are no outstanding issues and/or questions remaining in regard to the proposal, it will make a favorable recommendation to the NJPC. If the NJPC concurs, the result of a favorable review will be conveyed to the proposing institution within fifteen days and the program may be implemented.

Notification of the favorable review of all new degree programs will be sent by the NJPC to the higher education community for information and to the OSHE and to the New Jersey State Department of Military and Veterans Affairs for record-keeping purposes. A current inventory of authorized degree programs on the OSHE website at: <https://www.state.nj.us/highereducation/Program_Inventory/index.shtml>