New Graduate Program Proposal Review Process

Development of the Preliminary Proposal

The preparation of new graduate programs should be initiated by the interested faculty members in consultation with the College Dean and Associate Dean(s). As soon as a decision is reached by the College Dean that a new graduate program should be developed, the Chancellor should be notified so that this new program can be listed in the 5-year prospectus for the College and Campus – a document sent annually to the Office of the President.

The proposing faculty are advised to meet early on with the Graduate Dean and Associate Graduate Dean and to consult a copy of the current guidelines dictated by the Coordinating Committee on Graduate Affairs (CCGA) as well as any other pertinent information which will help the faculty in drafting this document. The proposal must be prepared according to the CCGA guidelines and format, found online at http://senate.universityofcalifornia.edu/committees/ccga/AppendixBFormatDegreeProposalsJune2014.pdf

During the preparation of this proposal, various drafts of this document should be reviewed with the College Dean or his/her designee and with the Graduate Dean and/or Associate Graduate Dean. These consultation sessions should provide constructive criticism and advice to make the proposal more likely to garner campus approval after official submission.

Development of the "Final" Proposal

After these consultations have been completed and a "final" draft of the proposal is ready, the proposal should then be sent to the following individuals/groups:

- The College Dean - review the proposal and prepare a letter endorsing the proposal and committing appropriate resources to ensure the success of this proposal once approved and initiated.
- The College Executive Committee - render their review and endorsement of this proposal before being submitted to the campus for formal review.
- Related Campus Department Chairs - review the proposal and prepare a written statement concerning the proposal that describes how the new program positively or negatively impacts his/her own programs and what level of interaction the programs will have.
- **(optional step)** The Graduate Council Courses and Programs Subcommittee - who may provide their initial review and comments concerning the proposal [note the comments of this subcommittee should be considered as advisory only and should not be appended in any way to the proposal; the proposing faculty may or may not elect to incorporate the subcommittee recommendations into the final draft of the proposal].

Suggested Timelines for New Program Review

- Various stages of proposal preparation = indeterminate [depends on the proposing faculty] – between 6 – 12 months is typical.
- Graduate Council approval process (after formal submission) = 2-3 months if the proposal is well-prepared and strongly supported by the College Dean; longer if the proposing faculty need to address serious concerns raised by the Graduate Council.
- Campus approval process = after approval by the Graduate Council and other relevant committees, the proposal is forwarded to the Academic Senate Division for review at its next quarterly meeting (if the proposal reaches the Senate in time for the Call – if not, it must await another academic quarter before being voted on).
- Off-Campus approval process = usually 6 months to 1 year.

New Graduate Program Proposals & New Degree Title Proposals

Proposing Faculty in consultation with College Dean, Graduate Division and related departments

College Executive Committee *

Chair, Academic Senate

Senate Committee review:
- Graduate Council
- Library Information Technology and Scholarly Communication (LITSC)
- Planning & Budget

Divisional Academic Senate (Fall, Winter, or Spring meeting)

CHANCELLOR/PROVOST & EXECUTIVE VICE CHANCELLOR

UC PROVOST

Coordinating Committee on Graduate Affairs (CCGA)

NEW DEGREE TITLE PROPOSAL

NEW GRADUATE PROGRAM PROPOSALS

Assembly of the Academic Senate (or Academic Council if Assembly is not meeting within 60 days of CCGA's approval)

The completed graduate degree program proposal submission packet consists of:
- Graduate degree program proposal
- Letter of support from campus administration
- Letter of approval from divisional Graduate Council
- Faculty curriculum vitae
- Response to CPEC questionnaire
- Lead faculty member's name, address, contact numbers
- Department Chair's name, address, contact numbers
- Administrative staff contact person's name, address, contact numbers
- Suggested names for external reviewers

President (final approval)

Notification to Home campus

* Refer to College Bylaws
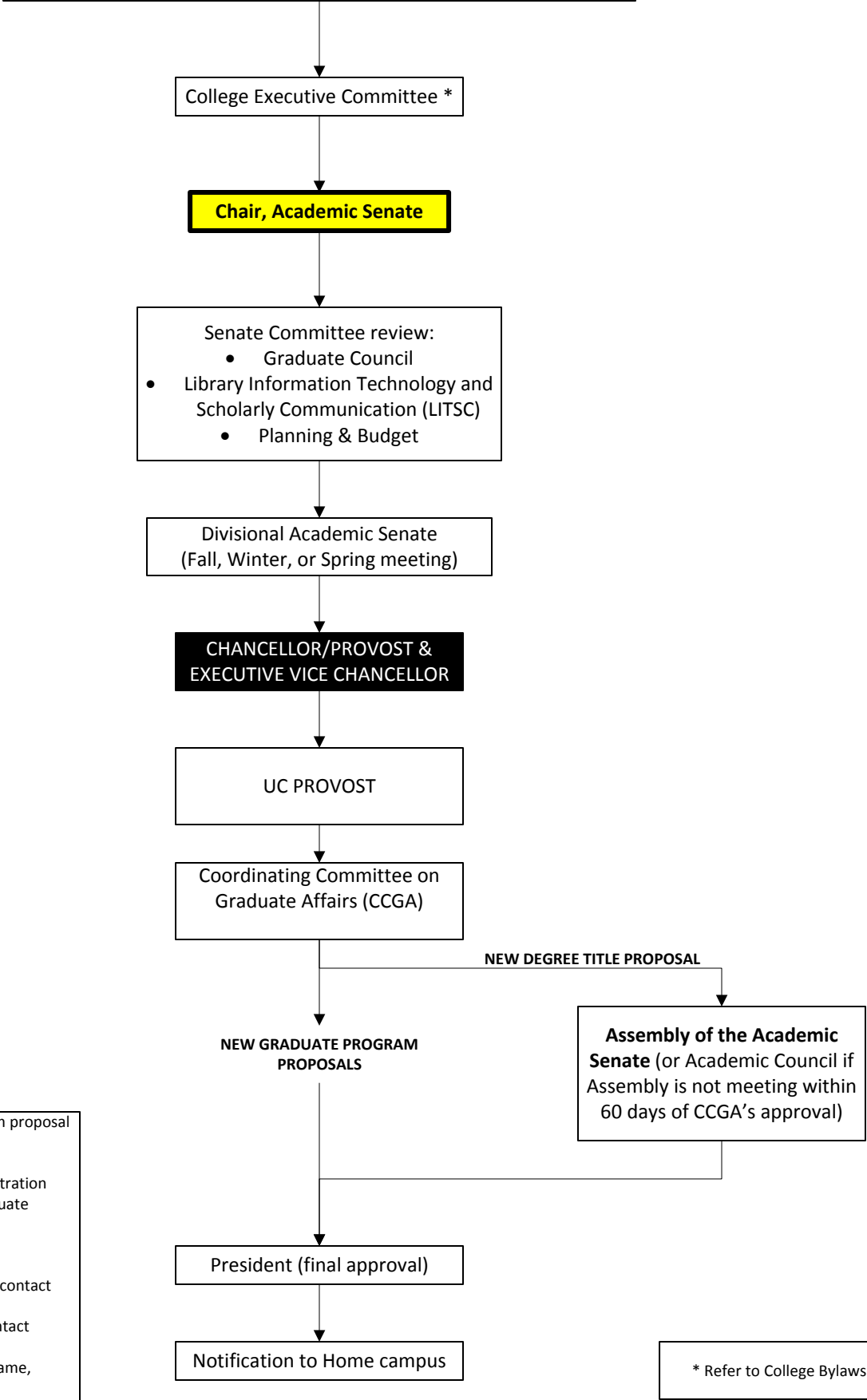
STEPS FOR SUBMITTING NEW GRADUATE DEGREE PROGRAMS

1. Preparation should be initiated by interested faculty members in consultation with College Deans and Associate Deans. The Graduate Division Dean should be consulted for initial proposal guidance.
2. Proposal must use the CCGA "Format for the Graduate Degree Program Proposal".
3. Proposal must include a Dean's letter from each participating college or school. The Dean's letter should comment on the academic merit, resource requirement and the funding priority.
4. The program proposal must include a faculty vote from each participating school, including vote date. If the proposal is for an interdisciplinary program, a faculty vote is not necessary. Instead, please provide letters (a short email will suffice) from all core faculty stating their intent to participate.
5. If proposal is for a self-supporting or professional degree program include a plan for funding.
6. Submit the draft proposal to the Graduate Division (Dean and Staff) for review of policy and procedures. The Graduate Division will communicate directly with the program regarding comments and recommendations for the final proposal.
7. The program should forward the final program proposal to the Academic Senate Chair at senate@ucr.edu.
8. The proposal will be submitted to the relevant Senate committees for review and comment prior to being sent to the Division for Divisional vote.
9. For the remainder of the process, please refer to the "New Graduate Program Proposals & New Degree Title Proposals" flowchart.

CHECKLIST FOR SUBMITTING A PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM

- ☑ Used CCGA format for preparing proposal.
- ☑ Dean's letter from each participating school.
- ☑ Faculty vote
- ☑ Revised or new Course Action Forms (if applicable)
- ☑ Additional letter(s) of support (if applicable)
- ☑ P&EVC's letter (if applicable)
- ☑ Plan for funding for self-supporting or professional degree programs (if applicable)

Contact Information:
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951-827-5538

Approved New Graduate Program Proposals
& New Degree Title Proposals
Entry into Catalog & Course System

Campus receives notification that new program or degree title was approved by systemwide

Program submits proposed catalog entry to Academic Senate and enters all courses in CRAMS for review and approval by the Graduate Council

Graduate Council reviews courses in CRAMS and proposed catalog entry simultaneously

If courses &/or catalog entry are not approved

If courses & catalog entry are approved

Graduate Council works with program to revise course(s) and/or catalog entry.

Courses & catalog entry must be approved concurrently.

Courses are approved in CRAMS and forwarded to the Committee on Courses for final approval.

Approved catalog entry is forwarded to the catalog editor for inclusion in the following Fall catalog.