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 https://senate.universityofcalifornia.edu/_files/committees/ccga/appendix-b-format-degree-proposals.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 – who should 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 – who should render their review and endorsement of this proposal before being submitted to the campus for formal review.
- Related Campus Department Chairs – who should 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 and Academic Senate Committees; 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.