

GUIDELINES FOR THE DEVELOPMENT OF NEW GRADUATE PROGRAMS

The University welcomes proposals for new disciplinary and interdisciplinary graduate programs.

To ensure that a proposed course of study will enhance the curricular offerings of the University and that sufficient resources—human, physical, and financial—are in place to make that course of study successful, the Provost’s Office, the college deans, the Faculty Senate, and the Graduate School have worked together to develop a multi-step approval process.

Three tools will guide faculty proponents through the approval process. All can be accessed on the Policy & Procedure Library page of the Graduate School’s website: <https://graduateschool.nd.edu/policies-forms/forms-policies-procedures/#NewGraduatePrograms>.

New Graduate Program Cover Page

https://graduateschool.nd.edu/assets/32678/g_s_new_graduate_program_cover_page.pdf

New Graduate Program Template:

https://graduateschool.nd.edu/assets/283720/g_s_new_graduate_program_template.docx

New Graduate Program Routing Form:

https://graduateschool.nd.edu/assets/32676/g_s_new_graduate_program_routing_form.pdf

Approval Process:

Step 1: Discuss the proposed program with the appropriate dean or associate dean of the college or school. This should occur fairly early in the drafting process so that a proposal’s proponents are assured that they have the backing of their dean.

Step 2: Prepare a formal program description—please see the template for new proposals linked above. Include: a cover page, routing form, and letters guaranteeing specific resource and financial commitments from the heads of any units asked to support the new program—for example, department chairs, deans, the director of Hesburgh Libraries, OIT, etc. (see Sections 11 through 14 of the template).

Step 3: Submit the proposal to the appropriate department, center, or institute for approval.

Step 4: Make any recommended changes and submit the proposal to the relevant college council(s).

Step 5: Make any recommended changes and submit the proposal to Dr. Mike Hildreth, dean of the Graduate School, associate provost and vice president for graduate studies, and John Lubker, associate dean for academic affairs. From this point forward, John Lubker will shepherd the proposal through the entire administrative approval process, including all committees of the Academic Council.] The dean will then send the proposal on to the Academic Affairs Committee of the Faculty Senate, which will submit its feedback to the program proponents and the Dean of the Graduate School within four weeks.

At this point, depending upon the Faculty Senate's feedback and the Dean's own review, the proposal will be:

[Sent to the Advanced Studies Committee of the Academic Council, which will invite the proponents to attend the meeting at which the proposal is scheduled to be reviewed];

OR

[Sent back to the program proponents to make minor, friendly-amendment-type changes before forwarding it on to the Advanced Studies Committee];

OR

[Sent back to the proponents for recommended major changes. After the changes are made, the proposal should be returned to the dean of the Graduate School, who will then share it with the Faculty Senate's Academic Affairs Committee for a second round of review.]

Step 6: The Advanced Studies Committee of the Academic Council reviews the proposal, makes recommendations, and votes to approve. (The proponents will be invited to attend the Advanced Studies Committee meeting to present the proposal and answer questions.) Upon approval, the proposal is forwarded to the Executive Committee of the Academic Council.

Link to the Academic Council's calendar:

<http://provost.nd.edu/committees/academic-council/>

Step 7: The Executive Committee votes whether to add the proposal to a meeting's agenda.

Step 8: If added to an agenda, the full Academic Council reviews the proposal and votes whether to approve. The proponents will be invited to attend this meeting to present the proposal and to answer questions.

Step 9: The President of the University approves the proposal.

Step 10: Send the University's Office of Budget and Planning information about the program as described at the end of the Template for New Programs in the section titled Implementation Details.

Step 11: The Office of Budget and Planning calls a meeting to address the Implementation Details. Proponents may be invited to attend that meeting.

Please note: The approval process itself is likely to take up to one full academic year. Thus, proponents might begin the multi-step approval process early in the fall semester so that they would be on the Academic Council's agenda in the spring. If the program is approved that spring, that would allow publicity and recruitment to occur the following fall—and matriculation by the program's first students two years after the initial approval by the college dean and college council.