

PROPOSAL GUIDELINES

1. OVERVIEW

- Outline a statement of philosophy/purpose (i.e., the program is designed to...)
- State how the degree program will serve the University's and the unit's academic mission
- Summarize the rationale for the program's creation
- Identify which department or academic unit in the University proposes this new degree program

2. NEED FOR THE NEW DEGREE PROGRAM

- Specify what need(s), opportunities or audiences exist to justify a new degree program
- State clearly differentiations between this proposed new degree and existing programs if they are related (regardless of whether or not the existing program is in a different school). Describe areas of productive overlap or plans to collaborate across units, if appropriate
- Describe the distinctive competence of the unit(s) and the University for offering this program
- Provide an estimate of how many students are expected to participate in the program in its initial years and in its steady state. Describe what efforts have been made to determine if there is a demand for such a program

3. UNIVERSITY-WIDE COLLABORATION

- Describe the discussions and collaborations among schools and units that have taken place in the process of creating this program proposal. If applicable, demonstrate how expertise across schools/units will be leveraged in this program.

4. PROGRAM REQUIREMENTS

- Outline the proposed curriculum for the degree program. Specify the number of courses. Describe areas of emphasis or concentration, if applicable
- Provide detail on whether this program will call for the creation of new courses or rely on existing courses and whether any program components are off-campus or include distance/online education
- List and describe required core courses, electives, prerequisites, and concentrations, if applicable
- Describe the timeline for coursework and other requirements leading to the completion of the degree

5. SELECTION OF CANDIDATES AND ADMISSIONS CRITERIA

- List admissions requirements
- Identify who will review applications and make admissions decisions

6. RESOURCES AND SUPPORT

- State how this new program will draw on existing faculty and resources (including Library resources) or will provide such resources
- List core faculty who will oversee this program. Include rank and department.
- State whether this new program will require additional resources and who will provide them

- Review the new academic program checklist below to ensure that the appropriate central support units are engaged as necessary

7. PROGRAM ADMINISTRATION

- State which department or program will administer the program. If joint between two units, specify the division of labor
- Identify the Program Director or Coordinator
- Describe the process for evaluating student performance/student learning outcomes
- State plans for providing adequate advising, mentoring, and support for students in the program
- Describe plans for record maintenance and enrollment. Will the school/program manage this responsibility, or is the expectation that the University Registrar's office will do so?
- Describe the administrative infrastructure in place to support this proposed program:
 - Staffing
 - Space
 - Technology (IT support, web development)
 - Leadership (e.g. faculty director needs/ requires course release, stipend, etc.)
 - Governance (e.g. is there an advisory committee)

8. EVALUATION OF PROGRAM

- Describe how and how often program evaluation will be conducted
- Describe the assessment plan for the program
- Note that professional master's degree programs will be approved for an initial term of four (4) years
- As part of the annual planning and budget process, all Deans with professional master's degree programs are asked to include a brief report on the status of these programs in their annual report.