

GUIDELINES FOR NEW PROGRAM PROPOSALS

The guidelines below apply to proposals for the creation of new master's or doctoral degree programs or certificate programs. In addition, all modifications of existing degree or certificate programs that involve changes in degree or certificate requirements, course offerings, sequencing of requirements, or other substantive changes must be approved by the Graduate Executive Council.

A school or program planning to propose a new program must provide the Graduate School Dean and the Graduate Executive Council with a detailed letter of intent (see section I below) and meet with the Dean and executive council to discuss the proposed program in the academic year prior to the year in which the program will be formally submitted for consideration by the council. (See timeline in IV below.)

I. Letter of Intent for Proposed New Programs

The first step toward creating a new graduate program is to submit a letter of intent to the Graduate School that provides or addresses each of the following:

- A. A brief but thorough justification for the new program answering these questions:
 1. How will it enhance the development of the academic unit?
 2. Will the program meet an identifiable need? List similar programs in the region or nation.
- B. Describe likely academic backgrounds of potential students and placement of graduates.
- C. Which existing programs and schools will have a direct role in the proposed program? Provide a consultation plan for anticipated cognate programs and schools.
- D. Describe existing and projected faculty, information technology, laboratory and library resources required for the new program.
- E. Project required stipend support from the Graduate School budget if any.
- F. Project any other administrative or support expenses to be borne by the Graduate School. Describe any other internal or external sources of support.

II. Proposals for New Programs

When the letter of intent has been approved by the Executive Council and the Dean, the involved program or school must submit a full proposal that provides or addresses each of the following:

- A. A brief but thorough justification of the need for the new program. How will it enhance the development of the academic unit? Will the new program meet an identifiable need?
- B. A detailed description of the elements of the program. The description should include the following:
 - ▶ The course curriculum and the sequencing of courses. Are all the required courses available in the existing curriculum? If not, when will they be added, who will teach them, etc.?
 - ▶ A description of the requirements for advancement to candidacy. Will a formal examination or paper be required? What will be the format of the examination? How will the examination be administered or the paper evaluated?
 - ▶ A description of the advising procedures to be used for students in the program, especially in the years prior to the selection of a dissertation adviser.
 - ▶ Sample walk-throughs of students progressing through the program, showing possible sequence of courses.
 - ▶ A list of faculty participants in the program, their areas of expertise and their teaching and advising responsibilities within the program. List anticipated leaves for faculty participants for the next five years. How will faculty leaves affect the ability of the unit to launch and maintain the proposed program?
- C. Describe procedures to be used to recruit students for the program.
- D. Indicate the number of students to be admitted in the first and subsequent years and the steady state number of students anticipated for the program.
- E. Indicate the desired stipend level for students in the program. What are the stipend levels provided by comparable programs at other institutions? What will be the expectations with regard to summer study by students in the program? What levels of funding will be necessary to support summer study?
- F. Describe the availability of library holdings needed to support the proposed curriculum. Will additional library resources be required?

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- G. Describe availability of space needed to support the research and teaching activities of students. Will additional space be required?
- H. Identify any costs that may be associated with starting the program other than student support (equipment, space, faculty, etc). How will those costs be funded?
- I. Identify any potential sources of student support, or other support for the program, external to the program and the Graduate School.
- J. Describe the impact of the creation of this program on the undergraduate programs present in the unit and on other graduate programs inside or outside the unit.
- K. Describe teaching responsibilities students are likely to discharge. At what point in their careers will students normally teach? Will the courses listed in the program curriculum provide opportunities for students to serve as teaching assistants and associates? If not, how will the TATTO teaching requirements be met?
- L. Provide a five year plan for teaching the required courses and sufficient electives to sustain graduate education. The plan should include specific faculty assignments to the courses. Where faculty members anticipate leaves during the five year period, indicate the replacement faculty who will teach. For each faculty member involved, the chair of his/her academic unit must provide written approval of the allocation of faculty teaching duties.
- M. Describe how the proposed program will relate to other graduate programs at Emory. Have other programs been consulted about the proposed program?
- N. Although it may be difficult to predict precisely, some indication of anticipated time-to-degree would be useful.

III. Program Evaluation and External Review

In addition to the criteria specified in the letter of intent and the proposal, all new programs will be evaluated in terms of the following three criteria:

- ▶ All new programs will be evaluated in relation to the strategic plans of the Graduate School, other relevant schools at Emory, and the University. Such evaluation implies formal consultation with the Deans of the relevant schools and the provost of the University.
- ▶ For the purposes of evaluating the success of the proposed program and providing advice on how best to develop it, the Graduate School requires an external review of the program or program submitting the proposal. Ideally the external review will occur as part of the regular review of the program or program. The review should address the potential for the proposed program to achieve a national level of excellence.
- ▶ All proposals for programs will be evaluated in terms of competing needs for resources among other proposed and existing programs. Such evaluations will be based, in part, on the results of the program review, prospects for career placement of graduates, and the strategic plans of Graduate School, other relevant schools and the University.

IV. Projected Schedule for New Program Proposals Initiated in 2009-2010

- ▶ Letter of intent submitted in January, 2009.
- ▶ Response from the Graduate Executive Council in April, 2010.
- ▶ Full proposal submitted in November, 2010.
- ▶ External review of proposed program during spring 2011.
- ▶ Graduate Executive Council acts on the proposal in May 2011.

If passed the new program can be incorporated in the Graduate School budget proposal in fall 2011. The first class can be admitted for Fall 2012.

V. Submission Procedure

Send an electronic copy of the proposal to Donna Lynch-Cunningham dlynchc@emory.edu and one paper copy of the proposal with a letter from the Chair or Director of Graduate Studies, stating the Chair's approval and program support to the Graduate Executive Council, Graduate School, 209 Administration Building.