

APPENDIX 7

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/School Dean and Associate Dean(s). As soon as a decision is reached by the College/School 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 Vice Provost & Dean of Graduate Studies and Associate Graduate Dean(s) 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, [Appendix B Format for the Graduate Degree Program Proposal](#).

During the preparation of this proposal, various drafts of this document should be reviewed with the College Dean or their designee and with the Vice Provost & Dean of Graduate Studies and/or Associate Graduate Dean(s). 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/School 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 Senate 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 their 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 or other reviewing committees.
- 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.

SUMMARY AND FLOWCHART

SUBMISSION OF A PROPOSAL FOR A NEW GRADUATE DEGREE PROGRAM

UCR Graduate Council

Approved by the Graduate Council November 17, 2011

1. Preparation should be initiated by interested faculty members in consultation with College/School Dean and Associate Deans. The Vice Provost & Dean of Graduate Studies 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 the proposal is for a self-supporting or professional degree program include a plan for funding and reference the [Guidelines for Review of New and Continuing Self-Supporting Graduate Professional Degree Programs](#).
6. If the proposal is for a combined bachelor's and master's degree program it should follow the [Establishment of Combined Programs at UCR](#) guidance.
6. Submit the draft proposal to the Graduate Division (VPDGS 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 with a courtesy copy to Executive Director Cherysa Cortez (Cherysa.cortez@ucr.edu) indicating "New Business" in the subject line.
8. The proposal will be forwarded by the Senate Chair 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 college/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)

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New Graduate Program Proposals & New Degree Title Proposals

