

## College Guidelines on the Establishment of Interdepartmental Programs

(Final Version - Thursday, October 30, 2007)

### I. Introduction

Many programs exist in the College. At one end of the continuum we have programs which are very large and resemble departments. They offer distinct degrees, have multiple staff and administrative positions, admit students directly to the program (without consulting any other department), and their directors report directly to the Dean, Cognitive Science is an example of this type of program. At the other end of the continuum we have programs that have no distinct degrees, no staff, no remuneration for administrative positions, and no students - but offer talks, colloquium series, and other academic benefits for scholars in a particular area.

In general it is assumed that a program (as distinct from a research center or institute) is primarily concerned with curriculum, teaching, and/or colloquia, and outreach - rather than with research. Some research institutes or centers may also have programs associated with them. These programs would usually be established and evaluated at the same time as the research institute with which they are associated rather than as stand alone programs. These guidelines are primarily for use for the establishment of stand alone programs with faculty from multiple departments whose director is appointed by and reports to the Dean.

It is assumed that programs will be established to bring together faculty and students who are spread between departments and units in order to provide instruction and interaction in a specific area or on a specific topic which is felt to be needed. Programs should have specific instructional goals, such as the establishment of a degree, a minor, a curriculum, etc. as well as plans and expectations for how many students and faculty will take advantage of and benefit from what the program is offering.

### II. Procedure for establishing a program within the College

Faculty wishing to establish a College program should write a proposal and submit it to the appropriate associate dean (undergraduate or graduate) in the College. It is recommended that faculty meet with associate dean before writing the proposal to discuss their plans.

Proposals should include the following sections:

1. Name of the proposed Program
2. Proposed Administrative Structure
  - a. management plan (director, membership, committees, reporting lines, etc.)

- b. space and facilities (existing/virtual/needed)
  - c. staffing
3. Purpose and goals of the program. Include:
- a. details about what current need the program will meet
  - b. details of what benefits the program will provide
    - 1. to faculty
    - 2. to graduate students
    - 3. to undergraduate students
    - 4. to the department, college, discipline, community
4. Detailed three to five year plan for the program including:
- a. plan for establishing degree or curricular objectives
  - b. plan for recruiting faculty
  - c. plan for recruiting students
  - c. accountability benchmarks (what will mark it as a successful program).
5. Detailed three to five year budget.

Proposals for the establishment of a program will be reviewed in the College by a committee consisting of knowledgeable College faculty chaired by the appropriate associate dean. The committee will make a recommendation to the dean as to whether the program should be established, the recommended initial budget, and the initial period of operation. The dean will make the final decision.

### III. Procedures for program review and continuation

Programs will initially be established for either three or five years. It is expected that Program directors will submit an annual report to the appropriate administrative entity (department chair or dean). That annual report is expected to discuss how well the center is doing in terms of the goals, benefits, and accountability benchmarks laid out in the initial proposal.

In the fall of the final year of operation each program will be reviewed. The review will consider how well the program has provided the expected benefits and achieved the goals laid out in its initial proposal. Programs which report to a department chair will be reviewed by the department following procedures determined by the department. Programs which report to the Dean will be reviewed by the College as follows.

Reviews will be carried out by a review committee appointed by the appropriate associate dean in consultation with the program director and the Dean.

Following the review, the committee and the associate dean will formulate a recommendation to the dean for the continuation or discontinuation of the program. If it is recommended that the program continue, the recommendation will contain a recommended period of continuation (3 or 5 years) and a recommended budget for the continuation period.