OPTIONAL INTERDISCIPLINARY PH.D. EMPHASES – ADDITION OF A PARTICIPATING DEPARTMENT

The guidelines below address the proposal format and approval process for the addition of departments to existing Optional Interdisciplinary Ph.D. Emphases.

I. Proposals must contain the following points:

A. Description of the proposed addition and planned implementation date.
B. Results of the vote taken by the department faculty.
C. The rationale for the addition, including the department’s relationship to the disciplinary subfield represented by the emphasis, and faculty/student research in the area of the emphasis.
D. Please provide a chart showing the current program requirements of the emphasis.
E. Please provide a list of relevant courses to be added to the curriculum in the emphasis. Will these courses be added as core courses? Electives? How frequently does the department plan to offer the courses?
F. Faculty participation in the emphasis. Which faculty will participate? Will they teach the courses the department plans to contribute to the emphasis? Will they serve on the doctoral committees of students in the emphasis? Will they participate in the governance of the emphasis? The proposal should also include letters from individual faculty members indicating their commitment to the emphasis.
G. Student participation in the emphasis. How many additional students are expected to join the emphasis upon the proposal’s approval? What is the benefit to students in terms of future career opportunities should the proposal be approved?
H. A letter of support from the Chair of the emphasis, including the results of the vote taken by the participating faculty.

II. Review and Approval

A. Prior to the submission of the proposal it is recommended that the department/program consult with the appropriate academic dean.
B. The department or program chair submits the draft proposal in electronic format to the Academic Senate office for administrative review.
C. The draft proposal will undergo administrative review by the Academic Senate and the Graduate Division, who will work with the initiators to ensure the proposed change adheres to regulations and policies governing graduate education. The draft proposal may be returned to the department/program with suggested changes. Comments from the Graduate Division and the Academic Senate are intended to assist the initiators with the inclusion of administrative and programmatic elements critical to the evaluation of the proposal by the Graduate Council.
D. Upon finalization of the draft, the proposal will be placed on the next available Graduate Council agenda (Council meets approximately every two weeks).