

## **ESTABLISHMENT OF AN OPTIONAL GRADUATE EMPHASIS**

### **I. Purpose and Scope**

These procedures describe the steps required to establish an optional graduate degree emphasis. All optional graduate degree emphases shall be established according to these procedures.

### **II. Authority and Coordination**

Graduate Council has authority for final approval of an optional graduate emphasis, following consultation with the relevant academic dean and the faculty executive committee (FEC) of the school or college that is to offer the emphasis.

### **III. Procedures for the Establishment of an Optional Graduate Degree Emphasis**

#### **A. Proposal Development**

Before preparing a detailed proposal for the establishment of a new optional graduate degree emphasis, consultation with the dean of the Graduate Division is strongly recommended. Comments from the Graduate Division staff are intended to assist the initiators in the inclusion of administrative and programmatic elements critical to evaluation of the proposal by Graduate Council.

#### **B. Campus Review of Proposal**

1. The initiators submit the proposal (in paper or electronic form) to the chair of Graduate Council, with a copy to the academic dean and FEC of the school/college offering the emphasis, and the dean of the Graduate Division and the executive vice chancellor (EVC). (See the Appendix for the format).
2. The chair of Graduate Council works with the initiators in an interactive process to resolve any issues raised by Council. If the academic dean or FEC has questions or concerns, they are forwarded to Graduate Council for resolution with the initiators. If all issues are resolved and the proposal is approved, the chair of Graduate Council informs the initiators, with a copy to the academic dean, FEC, the EVC, and the chair of the Academic Senate, indicating the implementation date of the optional graduate emphasis. The action is reported as an information item on the next agenda of the Faculty Legislature. The chair of Graduate Council forwards a copy of the approved proposal and supporting documentation to the chair of the Academic Senate.

NOTE: Following report of the action to the Faculty Legislature, the Graduate Division works with the offering department or program and the Registrar's Office to ensure appropriate implementation of the provisions of the optional emphasis.

Endorsed: Executive Vice Chancellor, 3/12/04  
Approved: Executive Council, 2/24/04  
Faculty Legislature, 3/4/04

## **APPENDIX**

### **PROPOSAL FORMAT FOR ESTABLISHMENT OF OPTIONAL GRADUATE EMPHASES**

Initiators of a new emphasis must comment on the following in their proposals:

1. Proposed title of the optional graduate emphasis and effective implementation date.
2. Rationale for proposing the emphasis.
3. Is the proposed emphasis a recognized and well-established sub-field of the discipline(s)? (For example, are there journals devoted to the research in the area, or professional associations, or is the sub-field represented elsewhere by a separate department or discrete degree program?) If interdepartmental, what disciplines are involved? Does such an emphasis/program exist in other universities? If so, what are the similarities/differences to that proposed?
4. Is there a well-defined, integrated curriculum particular to the emphasis that is clearly distinctive? Describe the curriculum and course requirements; include existing and/or descriptions of proposed courses.
5. Who are the faculty whose primary research interests lie within the area of the emphasis and who are committed to sustaining the curriculum that constitutes the emphasis? (See 9, below) Is there broad departmental support for this area as an emphasis?
6. Indicate student demand for the emphasis and demand for students trained in the emphasis. Are there students presently enrolled who are taking courses/writing theses or dissertations in the area of the emphasis? Have you received inquiries from prospective students who wish to know if such an emphasis is being offered? Are there increased job opportunities for graduate students with training in the emphasis?
7. If the emphasis requires resources, describe what they are and include a budget. Resources should be discussed in terms of faculty and staff FTE, information technology, equipment, library materials, and space.
8. How will the emphasis be administered?
  - a. Designate a faculty member who will be responsible for reviewing graduate student petitions, supervising the maintenance of program files and records, monitoring students' progress in the program, and recommending the award of the emphasis to Graduate Division when a student has completed all requirements.
  - b. Designate a staff person who will assist the faculty member mentioned above with the program's paperwork involving student petitions, progress, and recommendations for award of the emphasis. The department should inform Graduate Division of the staff person serving in this capacity and, if the program is approved, keep Graduate Division informed of any changes.
  - c. The proposal should describe how the proposed emphasis will be monitored as well as reviewed.
  - d. The proposal should include an indication of where program records for the emphasis will be maintained.
9. The proposal should include as an attachment a letter from the chair of each department/program intending to offer the optional graduate emphasis in conjunction with its graduate degree, reporting the faculty vote in support of offering the emphasis. If the disciplinary focus of the emphasis is housed in a different department or program, the affirmative faculty vote of that department or program should also be referenced. The proposal should also include letters from individual faculty members indicating their willingness to support the emphasis by serving on the coordinating committee and/or teaching courses that satisfy requirements for the optional graduate emphasis.

*Please note:* Specific Guidelines for Optional Graduate Emphases are available in the Graduate Division.