

GUIDELINES FOR PROPOSING NEW CURRICULAR PROGRAMS

AT THE UNIVERSITY OF PUGET SOUND

These guidelines serve as a framework for the creation and submission of formal proposals for new curricular programs (e.g., disciplinary or interdisciplinary minors, majors, emphases, or graduate programs) at the University of Puget Sound. New curricular proposals must pass through a formal approval process (see the [Chart of Authorizations and Reviews for Academic Approval Processes](#)) before they can be advertised, students recruited, or the program implemented.

Curricular proposals, either within an existing school, academic department, or in an interdisciplinary area, must be designed to fit the mission of the university, have potential for excellence, and have strong intellectual leadership and adequate resources. Interdisciplinary curriculum proposals ([link here to interdisciplinary program descriptions](#)) must fully explain the details of how academic and administrative responsibilities will be shared among the departments or programs involved, including academic governance and financial models, etc.

REQUIRED STEPS:

1. Program Conceptualization

The key faculty interested in developing the proposal should discuss their program concept with the appropriate department chair(s) or program directors that will offer the proposed core program components. Once every relevant chair affirms support of the concept, the program concept leaders should write a [Concept Proposal](#) to do the following:

- a. Provide a preliminary version of program goals and objectives, preferred timeline for first offering the program, and approximate program costs;
- b. Identify willing members for a Planning Committee

2. Feasibility Study

If the concept proposal is approved by the Provost, the Dean of Faculty Affairs or Dean of Graduate Studies will be designated as the principal Provost's Office contact for the proposed program and will support the planning committee in a feasibility study to submit to the Provost. Graduate programs may need to address questions about tuition and admissions; graduate programs should consult with the Dean of Graduate Studies about these matters. All feasibility studies should include Curricular Impact Statements ([link to form](#)) and a Library Resources Evaluation form ([link to form](#)) and should address the following questions:

- a. Are additional faculty needed to offer the program? If the hiring of additional faculty is required for the program, provide a justification for dedicating a tenure line to this field, and address challenges that may arise in hiring a professor in this area of expertise. Explain what the market is like for faculty with this area of expertise.
- b. Are there already sufficient academic resources (e.g., laboratories, library materials, information technology) to support the program? If additional resources are needed, what would be the cost of these new resources, both up front and on an ongoing basis?
- c. How will the program be administered: Will there be a director and how will they be compensated? Will there be a Steering Committee?
- d. What are the anticipated operating budgetary needs of the program? Will additional staff be required? Will there be space needs?

3. Prepare the formal proposal

After approval of the concept proposal and feasibility study by the Provost, the planning committee will develop a proposal to the Curriculum Committee. The Dean of Faculty Affairs will communicate with the Provost and assist the Planning Committee with the planning and submission steps. The Dean of Faculty Affairs will also consult with the Office of Institutional Research and NWCCU, where relevant. The Planning Committee should also consult with key administrative units (e.g. the Registrar's Office, Student Financial Services, the Office of Finance, Admissions) about specific issues as they develop the plan.

Please include the required information using the section headings as follows:

- **Introduction:**
 - a. Title, description of the proposed minor/major/emphasis program and brief rationale (1/2 page)
 - b. Mission statement: educational/societal goals, needs met, fit for Puget Sound (1/2 page)
 - c. Overview of program purpose and organization (1/2-1 page)
 - d. Coherent body of knowledge and scholarly literature with depth and breadth sufficient to justify concentrated/advanced study?
 - e. Outside accrediting body, if relevant?

- **Justification of need (1-2 pages):** Why this program makes sense, why at Puget Sound, compare other programs, why now, market, etc. Special career qualifications conferred on graduates? Job market for graduates? What is the evidence of a market for the program? Anticipated number of applicants? Evidence of student interest? Anticipated number of students in major/minor? Are there similar programs at other institutions with which this program would compete? How would Puget Sound's program be distinctive?

- **Curriculum:** Describe and justify what are courses to be offered, and their prerequisites and sequence. Are there other non-course requirements (e.g. internships, field work)? Provide a plan to complete requirements over the length of program. Ensure this section of the proposal contains the following information:
 - a. Total number of units: 5 min. and 6 max. for minors, 8 min. and 10 max. for most majors, and min. 8 units for a graduate program, unless more units are required for accreditation. If proposed major requirements exceed nine units in the major field or sixteen units total, please explain why any extra units are required.
 - b. Required courses and descriptions: If new courses are needed, course proposals should be submitted using the standard course proposal forms at the same time as the program proposal is submitted; copies of these course proposals should be included as addenda to the program proposal. If new courses will be developed by faculty yet to be hired, provide detailed provisional descriptions, including if possible syllabi from similar courses at another institution.
 - c. Electives
 - d. Explanation of and rationale for sequencing of coursework
 - e. Frequency of courses
 - f. Requested enrollment capacity for each course
 - g. Does the program require a Capstone?
 - h. Overlap with graduation requirements such as Core, KNOW, or Experiential Learning? Any limit to double-counting?
 - i. Minimum grade and GPA requirement for courses in the new major/minor/grad program

- j. Max. transfer units¹
- k. Faculty to teach in the program, along with their consent and qualifications, including abbreviated CVs.
- l. Intended to replace another major or minor?
- m. Is the quality and amount of Puget Sound's faculty research on relevant topics sufficient to support the projected number of student thesis projects?
- n. Advising plan for students in the program

Attach required Curricular Impact Statements
Attach Library Resources Evaluation Form
Attach Feasibility Statement

The Curriculum Committee will follow up on impact to other courses and programs by reaching out directly to the directors of associated programs that would be supporting this program, to discuss any additional concerns.

4. Sequence of Approvals

- The Provost, in consultation with the Dean of Faculty Affairs or Dean of Graduate Studies, should endorse the feasibility proposal before the planning group initiates the formal approval process.
- Program Director of each school or chair(s) of department(s) involved (or group of faculty proposing brand new academic program).
- Curriculum Committee
- Academic Dean. A cover letter from the Dean of Faculty Affairs or Dean of Graduate Studies, addressed to the Provost documenting faculty support of the degree or program.
- Provost approves the proposal and attaches prior approvals and—if relevant—forwards to Trustees.

¹ For undergraduate programs, the university requires 4 units in major be completed in residence, and 3 units for a minor.