UC Davis Graduate Council
PROCEDURES FOR ESTABLISHING
A NEW GRADUATE DEGREE PROGRAM
Approved by Graduate Council: February 20, 2008
Revised: February 2009; September 2009, June 2014; November 2016

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Introduction

The "Procedures for Establishing a New Graduate Degree Program" draws from approved campus and UC policies and guidelines to provide a complete, end-to-end description of the approval process for a new graduate degree program at UC Davis. It summarizes the elements of the entire time frame from the initial decision by a group of faculty to move forward on a proposal for a new graduate program, through campus approval, approval by the systemwide CCGA (Coordinating Committee on Graduate Affairs), to the final approval by the UC Provost & Senior Vice President.

Not all program proposals succeed in traversing the various phases of program approval. The UC procedure for creating new graduate programs is an extensive and well-vetted process that attempts to create strong programs that fit well in both the campus and university environments, and are of benefit to the wider California constituency.

Faculty interested in establishing collaborations without developing a new graduate degree program may consider options such as designated emphases, organized research units, or graduate academic certificates. Information on these can be found on the UC Davis Graduate Council website https://gradstudies.ucdavis.edu/policies

Overview

The approval of a new graduate degree program involves many steps, beginning with the preparation of a proposal on the UC Davis campus, and ending with a signed letter from the UC Provost & Senior Vice Chancellor. The steps for state-supported degree programs and self-supporting degree programs (SSDPs) differ slightly https://gradstudies.ucdavis.edu/sites/default/files/upload/files/facstaff/gs2014-01_ssdp_policy_final_with_exhibits.pdf

The information presented here relies on four approved policies/handbooks:

1. UC Davis PPM 200-25, http://manuals.ucdavis.edu/PPM/200/200-25.pdf "Establishment or Revision of Academic Degree Programs"

2. UC Davis PPM 200-26, http://manuals.ucdavis.edu/PPM/200/200-26.pdf "Self-Supporting Degree Programs"

3. Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units http://ucop.edu/institutional-research-academic-planning/content-analysis/academic-planning/review-process-for-graduate-programs.html

4. CCGA Handbook (Coordinating Committee on Graduate Affairs) http://senate.universityofcalifornia.edu/committees/ccga/resources.html

Sections I and II below give the step-by-step procedures for the development and approval of a new graduate degree program on the UC Davis campus. Section II incorporates procedures described in Policy & Procedure Manual Section 200-25.

Section III gives background information concerning the review of a graduate degree program proposal once it leaves the UC Davis campus. It also describes two variations to the "standard" proposal: (a) the creation of a new degree title (e.g. Masters of Science in Architecture, MS Arch), and (b) the development of a joint campus proposal (e.g. Joint Doctorate in Educational Leadership UC/CSU).

Section IV and V describe off-campus processes that occur in parallel. The UC Office of the President is responsible for some aspects of the review and approval process, and provides important information to CCGA. CCGA is the primary UC committee responsible for reviewing and approving new graduate degree programs. It not only ensures that the new graduate degree program is sound – academically and financially – but it also makes sure that the program is a good fit for the university as a whole.

NEW GRADUATE DEGREE PROGRAM – APPROVAL SEQUENCE

ON CAMPUS PROCESS

Interested faculty meet and select a steering committee composed of faculty members.

Steering committee prepares a preliminary description of the new program.

Steering Committee meets with the Dean-Graduate Studies and relevant Academic Dean(s).

SSDPs:The Dean of the academic unit that will administer the proposed SSDP sends a letter of intent to the Dean-Graduate Studies

Steering Committee prepares the program proposal package, including bylaws and faculty letters.

Steering Committee obtains letters of support from Chairs of related graduate programs on campus.

SSDPs: Steering Committee arranges for or conducts a market analysis and completes required BIA self-supporting budget worksheets.

Proposers submit package (electronic) to Dean-Graduate Studies.

Office of Graduate Studies and Graduate Policy Analyst reviews proposal, and Dean considers budget.

SSDPs: Budget and Institutional Analysis reviews financial model and market analysis

Graduate Council's Educational Policy Committee and Bylaws Committee reviews proposal.

Graduate Council conducts first review of proposal.

Graduate Council Chair sends proposal to Academic Senate committees (Library/Planning & Budget).

Graduate Council reviews proposal, committee comments, and letters of support.

Graduate Council approves proposal.

Dean-Graduate Studies submits proposal to Council of Deans and Vice Chancellors (CODVC).

CODVC advises Chancellor.

Chancellor sends proposal and campus approval to UC Office of the President (UCOP).

Chancellor sends proposal to Coordinating Committee on Graduate Affairs (CCGA).

UCOP COORDINATOR-PROGRAM REVIEW:

Asks other UC campuses for comments.

Asks UCOP Coordinator-Library Affairs for comments.

Prepares analysis for Vice Provost-Academic Initiatives.

Obtains approval from Vice Provost-Academic Initiatives.

Sends analysis to CCGA.

Sends CPEC Summary to CPEC.

Obtains CPEC concurrence.

Obtains CCGA approval.

COORDINATING COMMITTEE ON GRAD AFFAIRS

Selects lead reviewer.

Evaluates proposal, communicates with campus proposers, asks for clarifications/revisions.

Optionally conducts site visit.

Prepares written report.

Reviews at full CCGA meeting.

Either approves, approves with conditions, disapproves, or returns proposal for resubmission.

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APPROVAL and NOTIFICATION

Notifies Provost & Senior Vice President.

Provost & Senior Vice President recommends approval to President.

President sends letter of final approval to campus.

Chancellor notifies Dean-Graduate Studies, who notifies proposers.

PROCEDURES FOR ESTABLISHING
A NEW GRADUATE DEGREE PROGRAM

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A group of departmental or interdepartmental faculty interested in the formation of a new graduate degree program should proceed as follows:

I. ESTABLISHING THE FACULTY GROUP and PREPARING THE PROPOSAL

A. Convene interested group of faculty.

B. Form a steering committee of chief sponsors who will develop the proposal.

C. Discuss your interest in forming a new graduate degree program with the Dean-Graduate Studies. Additionally, proposers of a SSDP must secure a letter of intent from the dean of the academic unit that will administer the degree. The sponsoring dean will submit the letter to the Dean-Graduate Studies.

D. Make a request to the Dean-Graduate Studies to formally recognize the steering committee as the executive committee of the proposed program, with one committee member designated as chair.

E. Prepare a **Preliminary Description of the Proposed New Graduate Program**, including a list of contact names and numbers (see **Attachment 1** for format). The format includes additional elements for SSDPs. Submit the document to the Dean-Graduate Studies, the Graduate Council Chair and the Graduate Policy Analyst.

F. Consult with the Dean-Graduate Studies, or designate, and the Graduate Policy Analyst for input and assistance in proposal preparation, and for information on additional requirements.

G. Consult with the dean(s) of affected schools or colleges about resource issues and possible MOU's. Request and include **MOUs (Memoranda of Understanding)** for administration, courses/instruction, FTE, and student support which are required for all new programs.

H. If it will be more than a year before the proposal is completed, alert the campus and UCOP that a proposal is pending by submitting a 1-2 page description using the "Anticipated Actions" format for the UCOP **Five-Year Perspective** report (**Attachment 7**).

I. Prepare the **New Graduate Program Proposal** following the CCGA[1] guidelines titled "Format for the Graduate Degree Program Proposal" included in the CCGA Handbook http://senate.universityofcalifornia.edu/committees/ccga/resources.html It is essential to provide clear and comprehensive information in all portions of the proposal. The proposal must also closely follow the specified numbering and formatting.

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[1] CCGA: "Coordinating Committee on Graduate Affairs", a subcommittee of the UC systemwide Academic Council. One of its primary responsibilities is to review any proposal for a new graduate program that is developed by a UC campus.

J.   Complete the **CPEC Questionnaire** according to the CPEC guidelines titled "Academic Degree Program Proposals: Information Required by CPEC[2] " (**Attachment 3**). Again, closely follow the specified numbering and formatting.

K.   Develop a set of **Graduate Program Bylaws** using the "Bylaws Guidelines for Graduate Groups and Departmentally-based Graduate Programs" A template is available online for your convenience: http://www.gradstudies.ucdavis.edu/gradcouncil/policiesall.html The Graduate Council Analyst is available to review of this document prior to submission to suggest revisions.

L.   Develop the **Graduate Program Degree Requirements** using the "Degree Requirements Guidelines." A template is available online for your convenience: http://www.gradstudies.ucdavis.edu/gradcouncil/policiesall.html The Graduate Council Analyst is available to review of this document prior to submission to suggest revisions.

M.   **SSDPs must develop additional required components** (MOUs, compensation plans, teaching agreements, required budget worksheets provided by BIA, etc.); please refer to PPM 200-26 and GS2014-01 for the specific requirements.

N.   Request and include **MOUs** for administration, courses/instruction, FTE, and student support which are required for all new programs. (Attachment 2) SSDPs require additional MOUs regarding the distribution of revenues.

O.   Prepare a **List of Faculty Membership**, identifying the faculty members who will participate in the proposed program. For a departmentally-based graduate program, this will be the established department membership. For a graduate group-based program, this will be the membership of the graduate group or the proposed graduate group.

   1.   Include an **abbreviated CV** – a biosketch -- for each faculty member with the following information: professorial rank, highest degrees received, other professional qualifications, and a citation of relevant publications. The abbreviated CVs should be limited to information pertinent to the evaluation of the qualifications of the faculty for the proposed graduate program.

   2.   **Obtain a letter from each faculty member** indicating his/her commitment to participating in the proposed program. The letter should include answers to the following questions:

      a.   Will the proposed program be your primary graduate program affiliation?

      b.   Will you teach a course in the proposed program and if so what course?

      c.   How many graduate programs are you currently a member of?

      d.   How many courses do you currently teach?

      e.   How many graduate students are you currently mentoring?

      f.   Address how participation in the proposed program will affect your participation in other graduate programs.

P.   Send a copy of the graduate program proposal to chairs of departments and graduate programs on campus that are closely related to or will be affected by the proposed program. **Obtain letters from the chairs** with their comments.

Q.   SSDP proposers must also submit the proposal to at least two external reviewers. The external reviewer reports and documentation of how the Steering Committee responded to these reports must be included. External reviewers should be recruited using the template provided in the CCGA Handbook for contacting a prospective external reviewer. External reviewers should explain their professional connections with the proposed program and its members in their review and identify any potential conflicts of interests.

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[2] CPEC is the California Postsecondary Education Commission, a State of California citizen board established by the California legislature. One of its responsibilities is to review proposals for new programs developed by public institutions in order to provide coordination and prevent duplication of effort.

R. Submit the **Proposal Package** to the Dean-Graduate Studies and the Graduate Council Analyst. The package should be electronic in form and contain the original Word documents, as well as a single PDF package of all materials, ordered correctly:

1. Preliminary Description of the Proposed New Graduate Program.

2. CCGA Graduate Program Proposal including a contact information sheet and all appendices.

3. CPEC questionnaire.

4. Graduate Program Bylaws, in correct format.

5. Degree Requirements, in correct format.

6. MOUs regarding administrative, courses/instruction, FTE, and student support.

7. List of Faculty Membership, with abbreviated CVs.

8. Letters of commitment from the faculty members.

9. Comments from the chairs of departments and graduate programs closely related to or affected by the proposed program.

10. Budget information. SSDPs are subject to additional budgetary requirements.

11. SSDPs: All additional required components, including external reviews and documentation of responses.

NOTE: If the proposed graduate degree program uses a degree title that has never been used before on campus (e.g. Masters of Science in Architecture, MS Arch), then additional reviews and approvals are needed. If the program involves other academic institutions, then necessary support and approval must also be obtained from those institutions. Consult with the Dean-Graduate Studies and Graduate Council Analyst for details.

II. CAMPUS REVIEW OF THE PROPOSED GRADUATE PROGRAM [3]

A. **Office of Graduate Studies.** The Dean-Graduate Studies (or designee) and the Graduate Council Analyst reviews the proposal package for basic content, to be sure it is complete and properly formatted, and for the accuracy of budget projections. Revisions will be requested of proposal sponsors as necessary. The Dean then sends the proposal package to the Chair of the Graduate Council.

B. **Graduate Council's Educational Policy Committee.** The Chair of the Graduate Council forwards the proposal package to the Council's Educational Policy Committee (EPC). The EPC reviews the proposal package in detail, requesting clarifications and revisions from the proposal sponsors as necessary. When the EPC is satisfied with the proposal package, the package and EPC's comments are returned to the Chair of the Council.

C. **Graduate Council's Bylaws Committee.** The Committee reviews the bylaws for proper formatting and for adherence to related policies. The Committee may request clarifications and revisions from the proposal sponsors as necessary. When the Committee is satisfied, the bylaws are returned to the proposal package for review.

D. **Graduate Council** – **First Review**. The Graduate Council reviews the proposal package and the comments from its Educational Policy and Bylaws Committees, as well as the Dean-Graduate Studies. The Council may request additional revisions. SSDPs: The Council may choose to solicit additional external reviews.

E. **Academic Senate Committees.** The Chair of the Graduate Council sends electronic copies of the graduate program proposal to two UC Davis divisional Academic Senate committees: the Library Committee and the Committee on Planning and Budget. The Senate committees review

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[3] This section incorporates the steps listed in the UC Davis Policy and Procedure Manual, Chapter 200, Section 25, "Establishment or Revision of Academic Degree Programs", 8/16/16. http://manuals.ucdavis.edu/ppm/200/200-25.pdf

the graduate program proposal, and return advisory comments electronically to the Graduate Council.

F. **Dean(s)**. The Dean-Graduate Studies sends an electronic copy of the proposal to the dean of the academic unit responsible for offering the program and any other dean(s) who will be providing resources for the new graduate program. The dean(s) return letters of support to the Graduate Council.

G. **Graduate Council – Final Review.** The Graduate Council reviews the proposal package, giving consideration to the comments of the Committee on Planning and Budget, the Library Committee, external reviewers (SSDPs only) and the advice of the academic deans and Dean-Graduate Studies regarding availability of resources for the program. The Graduate Council approves or rejects the proposal on behalf of the divisional Academic Senate.

H. **Dean-Graduate Studies.** If approved, the Graduate Council refers the proposal package to the Dean-Graduate Studies for comment and transmittal to the Council of Deans and Vice Chancellors (CODVC). A copy of the Graduate Council approval is electronically sent to the chair of the divisional Academic Senate for the information of the Executive Council.

I. **CODVC.** CODVC determines if the degree program will be supported by the campus and advises the Chancellor.

J. **Chancellor.** The Chancellor transmits campus approval and recommendation to the Office of the President for systemwide approval. Copies of the approval are sent electronically to the Dean-Graduate Studies, the Chair of the Divisional Senate, and the Chair of the Graduate Council.

K. **Chair-Graduate Council.** The Chair of the Graduate Council transmits the proposal to the Coordinating Committee on Graduate Affairs (CCGA) for systemwide Academic Senate approval.

L. **Final Approval.** Upon final approval of the new graduate degree program by the UC Provost & Senior Vice President, a letter is sent to the UC Davis Chancellor who notifies the Chair of the Graduate Council and the Dean-Graduate Studies. The Dean-Graduate Studies gives notice of the approval to the graduate program, and to the offices of Accounting & Financial Services, Admissions, Strategic Communications, Registrar, and Administrative Resource Management.

III. SYSTEMWIDE REVIEW: SUBMISSION OF PROPOSAL [4] [5]

"Five-Year Perspective". Optimally, at least one year before a new graduate degree program proposal is reviewed on campus, the anticipated action will have been included in the campus's "Five- Year Perspective". (See **Attachment 7**.)

If the proposed graduate degree program was not included in any prior "Five-Year Perspective", then just before the proposal becomes public on campus (the proposal package is first submitted to the Graduate Council), the campus submits a 1-2 page description using the Five-Year Perspective format. The Provost & Senior Vice President notifies everyone who would have learned of the proposed action via the usual Five-Year Perspective process and, in consultation with the Academic Council Chair, transmits any feedback to the campus. (See **Attachment 8**, Distribution List 1.)

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[4] Excerpted and adapted from "Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units", September 2014.

[5] Excerpted and adapted from the "Handbook--Coordinating Committee on Graduate Affairs (CCGA)", August 2006.
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Overview of the Systemwide Review of the Proposed Graduate Program. Once the new graduate degree program proposal is submitted for systemwide review, it is simultaneously considered by: (a) the UCOP Coordinator-Program Review, (b) CCGA, (c) UC campuses with similar degree programs, and (d) CPEC. The CCGA review typically takes four to six months, and includes interchanges with the campus, evaluation of the written materials by two disciplinary experts, and a site visit by the CCGA lead reviewer. For a new degree to be offered by the campus, CCGA must approve the final version of the proposed degree program and the President must approve its implementation.

New Graduate Degree Title (e.g. Masters of Science in Architecture, MS Arch). When a campus proposes a new graduate degree program that involves a title which is new to the campus (or school / college / division) and is, therefore, not included in the Regents' Standing Orders, additional review and approval procedures are necessary following CCGA's approval of the degree program. (See Compendium, Section IIC).

Joint Degree Program with Another Campus. If the proposed graduate degree program involves another UC campus, a California State University (CSU) campus, or some other academic institution, then necessary support and approval must also be obtained from that campus or institution. (See CCGA Handbook, Appendix G).

Systemwide Submission Packet. Upon approval by the divisional Academic Senate and favorable review by the campus administration, the Chancellor (or designee) sends the following submission packet to the systemwide reviewers. (See **Attachment 8**, Distribution List 2.)

1. Letter of endorsement from Chancellor or designee (each participating campus).
2. Letter of approval from divisional Graduate Council (each participating campus).
3. Graduate degree program proposal, including a contact information sheet and all appendices.
4. Completed CPEC questionnaire.
5. UCOP Five-Year Perspective document.
6. Graduate Program Bylaws.
7. Graduate Program Degree Requirements.
8. All required MOUs.
9. Letter from the campus librarian with a five-year estimate of expenses for library acquisitions. Letter from the divisional Academic Senate's Committee on Planning and Budget.
10. Letter(s) of support from lead academic dean(s). Comments from the chairs of UC Davis graduate programs closely related to or affected by the proposed program.
11. If the degree title is new to the campus, then include a letter of approval for the title from the divisional Representative Assembly or designated alternate.
12. If the program involves other academic institutions, then include letters of support and approval from those institutions.
13. List of faculty membership, with biosketches and letters of commitment.

IV. SYSTEMWIDE REVIEW: UCOP [6] [7]

A. **Comments from other UC campuses.** The UCOP Coordinator-Program Review asks other UC campuses with similar programs to comment on the proposal and to send their comments directly to the CCGA analyst with a copy to the Coordinator-Program Review. Respondents are encouraged to use e-mail.

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[6] Excerpted and adapted from "Compendium of Universitywide Review Processes for Academic Programs, Academic Units, and Research Units", September 2014.

[7] Excerpted and adapted from the "Handbook--Coordinating Committee on Graduate Affairs (CCGA)", August 2006.

B. **Comments from Coordinator-Library Affairs.** In addition, the UCOP Coordinator-Program Review sends an electronic copy of the proposal to the UCOP Coordinator-Library Affairs for comment. Generally, a five-year estimate of expenses for library acquisitions is requested. The Library Affairs Coordinator provides comments via e-mail to the CCGA analyst with a copy to the Program Review Coordinator.

C. **Analysis by Coordinator-Program Review.** The UCOP Coordinator-Program Review analyzes the proposal, with consideration given to resource requirements, projected enrollment, uniqueness of the proposed program, student demand, and the job market for graduates. The Coordinator sends the analysis to the Vice Provost-Academic Initiatives for review, and – upon his or her approval – sends the analysis to the CCGA analyst. E-mail is used.

D. **Comments from CPEC.** Upon notification by the CCGA Chair that the initial discussion of the proposal suggests that it will be favorably reviewed, the Coordinator-Program Review sends the CPEC Summary to CPEC for a review that runs simultaneously with CCGA's. If any issues remain to be resolved before CPEC concurs with the proposal, the Coordinator-Program Review works with the campus to resolve them. CPEC reports its concurrence to the Coordinator- Program Review, with a copy to the Vice Provost-Academic Initiatives.

E. **Approval by CCGA.** If CCGA carries out its review (see Section V below) and agrees to approve the proposal, it transmits its approval to UCOP. E-mail use is encouraged. (See **Attachment 8**, Distribution List 3).

F. **Recommendation of approval to President.** After the Coordinator-Program Review has compiled the CCGA approval, lead reviewer's report and any appended materials, the CPEC concurrence, and his/her own analysis, he/she notifies the UC Provost & Senior Vice President, who recommends to the President that the proposed graduate program be implemented. E-mail use is encouraged.

G. **Approval by President and notification to campus.** After the President approves implementation of the proposed program, the Coordinator-Program Review uses e-mail to notify the campus and CCGA of final approval (see **Attachment 8**, Distribution List 4), and then sends a print copy of the President's formal recommendation to the campus.

H. **SSDPs are subject to further review of their proposed fees by UCOP.**

V. SYSTEMWIDE REVIEW: CCGA [8]

CCGA (Coordinating Committee on Graduate Affairs) is a subcommittee of the UC systemwide Academic Senate. A central responsibility of CCGA is the review of proposals for new graduate degree programs. Program proposals typically take four to six months to be reviewed but may take longer. CCGA does not meet during the summer. Not all the steps listed below need to be carried out for all program proposals. Elements of the review process may be shortened or eliminated at the discretion of CCGA. At any step in the process, proposals may be returned to the campus for modification, or may be rejected.

A. Lead reviewer is selected.

B. Preliminary discussion is conducted at a CCGA meeting.

C. Lead reviewer identifies two or more external reviewers (usually non-UC experts in field; typically academics at research universities) except for SSDPs.

D. Lead reviewer obtains additional information from the proposing faculty, campus administration, other campuses, or whoever is appropriate; asks for clarifications and revisions; and conducts site visit.

E. External experts complete their review of the program (except for SSDPs).

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[8] Excerpted and adapted from the "Handbook--Coordinating Committee on Graduate Affairs (CCGA)", August 2006.

F. Lead reviewer prepares a written report, and appends external reviewer reports.

G. Proposal and attached evaluations receive a "first hearing" at a CCGA meeting. A vote may be taken on the disposition of the proposal.

   Note on evaluation criteria: the lead reviewer and CCGA members consider such issues as programmatic content, demand, faculty quality, availability of faculty and other resources needed to offer the program, student support, subsequent employment opportunities, support of campus administration, benefit to campus, and relationship to systemwide graduate offerings. In addition, the proposal will be evaluated with respect to CCGA policies, including compliance with the proposing campus' graduate enrollment plan. It is incumbent on those proposing the new degree program to provide clear and comprehensive information in all portions of the proposal.

H. CCGA requests additional clarifications and revisions, as necessary.

I. Proposal receives a "second hearing", if needed.

J. CCGA approves the proposal, approves the proposal with conditions, disapproves the proposal, or returns the proposal to the originating campus for reconsideration and resubmission.

K. CCGA prepares a letter announcing the final disposition of the proposal. The lead reviewer's report and attachments are enclosed.

Attachment 1.

PRELIMINARY DESCRIPTION
OF THE PROPOSED NEW GRADUATE PROGRAM

1. New graduate program name and degree(s) to be offered.

2. Aims and objectives of the program. Describe the new program, why it is worthwhile, and how it relates to the campus's mission. Provide enough information so that an uninformed reader will have a reasonable understanding of the academic program envisioned.

3. Desired date of implementation.

4. Department or (proposed) graduate group that will administer the program.

5. SSDPs: Letter of intent from the Dean of the academic unit that will administer the academic program.

6. Contact information for the people listed below. Include name, title, department, mailing address, e-mail address, telephone number and fax number.

    a. The lead sponsor. This will be a faculty member, without an administrative appointment above the department chair level.

    b. The department or (proposed) graduate group chair, if different from the lead sponsor.

    c. The administrative staff contact person.

Attachment 2.

MOUs RECOMMENDED IN THE
REPORT ON GRADUATE EDUCATION AT UC DAVIS
Prepared by the Committee on Academic Planning and Development 2007-08

A major cause of the existing problems faced by graduate education at UC Davis is the systemic underfunding of graduate programs at UC Davis. In the past, the real costs for graduate programs (such as the implicit but, in reality, heavy costs for instructional resources) have not been fully factored in. New programs were approved without commitment of the needed resources from the administration. **MOUs (Memoranda of Understanding) are required for all new programs**, and recommendations for MOUs for existing programs will be considered during the program review process. New programs should only be approved if commitments to provide these resources are made and guaranteed, and MOUs should include the Dean of the academic unit responsible for the program and, as appropriate, Deans responsible for other components of the program as co-signers."include the Lead Deans as major stakeholders in the programs under their purview as co-signers." MOUs and their effectiveness will be evaluated during program reviews.

Recommendation	Description
Administrative MOU	• Required for new proposals; phased-in for existing programs/groups and should be in place by next program review. • Must include commitments for all administrative and space resource needs. • Written documentation should be included that the group/program has investigated the possibility of sharing administrative structures with existing related graduate programs (in the form of written assessments from the Chairs of related graduate programs). • Signed by the dean responsible by the academic unit offering the program and, when applicable, chair of the home department, the chair/director of the ORU or Dean of Extension on behalf of the unit offering administrative services when applicable..
Course Availability & Instructional MOU	• Required for new proposals; phased-in for existing groups. • Must provide commitments to cover all required core courses. • Each MOU should cover the teaching of at least one podium core/required course and may include the provision that it is honored as long as faculty who can teach these courses are in residence. • May be an agreement between multiple departments to provide instruction for one or more courses and might be facilitated by cross- listing courses, thereby creating joint stakeholders and sharing resources. • Should core courses be offered by other groups/programs, a Course Availability MOU should guarantee availability of courses to students. • Signed by departments and co-signed by their supervising deans.
Student Support MOU	• For new non-department graduate groups in particular, but in general whenever a substantial increase in graduate student numbers is envisioned within a department, group or program. • Should guarantee that sufficient additional internal fellowship funds will be made available (and do not reduce the current levels of internal fellowship funds available to existing programs). • Signed by the Dean of Graduate Studies. • SSDPs: not eligible for internal fellowship funds.

FTE MOU ***not required** *include if* *available*	• An agreement whereby a department receives one FTE in exchange for a commitment by that department to staff courses for one or more graduate groups (other than the department based graduate group) on a level that is equivalent to staffing <u>four</u> graduate podium courses. • Duration subject to negotiation with provost and OGS but must be for at least seven years. • Signed by departments and their supervising deans.

SAMPLE ADMINISTRATIVE MOU

Memorandum of Understanding
Administrative Support
[date]
[school/college yy]
and
[program xx]

The [school/college yy] will provide the [program xx] with support in the following areas:

THESE ARE SOME SUGGESTIONS FOR THE TYPES OF SUPPORT WHICH *COULD BE* INCLUDED IN THIS MOU:

☐ Faculty to teach the core courses for the graduate degrees
☐ All operating and related administrative functions. This includes admissions, registrar, financial aid administration, curriculum design/support, graduate group meetings/votes/reviews, sponsored program, grant administration, and evaluation.
☐ Library resources necessary for the new degrees and research emphasis areas of faculty
☐ Computing equipment necessary for the graduate programs
☐ Space for faculty, research programs and graduate degree administration
☐ Approximately [$xx] over [x years] to support graduate students
☐ Other described

This MOU and its effectiveness will be evaluated during program reviews, and may be renewed as needed after evaluation. This agreement shall remain in force [until otherwise agreed/specific time period].

[signed]   [signed]
Name   [Name]
Dean   Chair
[school/college/division yy]   [program xx]

SAMPLE COURSE AVAILABILITY MOU

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Memorandum of Understanding
Course Availability
[date]
[department/program yy]
and
[program xx]

</div>

This MOU should be understood as a cooperative agreement between the [department/program yy] and [program xx]. The [department/program yy] has reviewed the [proposal/requirements] for the [program xx] in which students would be required to take [list course(s)] offered by [department/program yy]. The [department/program yy] agrees to make available these courses to [program xx] students, provided they have completed all prerequisites, and as long as faculty who teach these courses are in residence.
This MOU and its effectiveness will be evaluated during program reviews, and may be renewed as needed after evaluation. This agreement shall remain in force [until otherwise agreed/specific time period].

[signed]

Name   Name
Chair/Director   Chair
[department/program yy]   [program xx]

SAMPLE INSTRUCTIONAL MOU

<div align="center">

Memorandum of Understanding
Instruction of Core Courses
[date]
[school/program/college yy]
and
[program xx]

</div>

As [director/chair] of the [related program yy], I hereby agree that Professor [X] of our program will teach, [every other year/every year/etc], a [graduate seminar/specific course] for the [program xx]. This class will take the place of one of Professor [X's] classes for the [related program yy]. Professor [X] agrees to this arrangement.
This MOU and its effectiveness will be evaluated during program reviews, and may be renewed as needed after evaluation. This agreement shall remain in force [until otherwise agreed/specific time period] with the expectation that it will be continued, or a replacement for Professor [X] will be found.

 [signed]   [signed]
Name   Name
Dean/Director/Chair   Professor   X
[related program yy]   [related program yy]

[signed]
Name
Chair
[program xx]

SAMPLE FTE MOU

Memorandum of Understanding
FTE in Exchange for Teaching Courses for Graduate Group
[date]
[department yy]
and
[graduate group xx]

As [director/chair] of the [department yy], I hereby agree that we will staff the equivalent of four graduate podium courses in [graduate group xx] every year in exchange of one FTE being allocated to our department. This FTE is not to be counted towards the steady state number of faculty members in [department yy], set by the [supervising Dean's Office of department yy].

This agreement will go into effect [quarter/year] and under regular circumstances it will be reviewed at the [end of the seventh year/other time] of being in effect. In case [department yy] would not be able to successfully fill the FTE, or if there is another reason deemed important from any of the signing parties, this memorandum will be reviewed at a time requested.

[signed]   [signed]
Name   Name
 Chair   Chair
[department yy]   [graduate group xx]

[signed]   signed]
Name   Name
Dean   Dean
[supervising Dean's Office of yy]   [supervising Dean's Office of xx]

STUDENT SUPPORT MOU WILL BE PROVIDED
BY THE DEAN OF GRADUATE STUDIES (no sample is provided)

Attachment 3.

GLOSSARY OF TERMS and TITLES

Campus

APD	Academic Planning and Development Committee
ARM	Administrative and Resource Management
BIA	Budget and Institutional Analysis
CODVC	Council of Deans and Vice Chancellors
CPB	Committee on Planning and Budget
Divisional Senate	Davis Division of the UC Academic Senate
EPC	Educational Policy Committee
GC	Graduate Council
GS	Graduate Studies
OGS	Office of Graduate Studies
SSDP	Self-Supporting Degree Program

UC System

Academic Council	
CCGA	Coordinating Committee on Graduate Affairs
COGD	Council of Graduate Deans
COVC	Council of Vice Chancellors
COVCR	Council of Vice Chancellors of Research
Coordinator – Program Review	
Director – Academic Program Review	
Director – Multicampus Research	
Provost & Senior Vice President	
Senate	Universitywide Academic Senate
UC	University of California
UCEP	University Committee on Educational Policy, Academic Senate.
UCOP	University of California, Office of the President
UCORP	University Committee on Research Policy, Academic Senate.
UCPB	University Committee on Planning and Budget
Vice Provost – Academic Initiatives	
Vice President – Research and Graduate Studies	

Other

CIP	Classification of Instructional Programs
FTE	Full time equivalent
IET	Information and Education Technology