

Proposal Instructions

This guide is meant to provide academic units with an overview for creating a graduate degree program proposal. Units should refer to Appendix B from the [CCGA Handbook](#) for details about the required format for graduate degree program proposals. We ask that units follow CCGA guidelines very carefully and list the sections and subsections of proposals as CCGA has outlined. Highlighted below are specific steps required at UCI, as well as additional information about the section on Contributions to Diversity.

Faculty who wish to develop new graduate degree programs should first consult with the Graduate Division, following the steps outlined [here](#).

In the August 2019 revisions to the CCGA Handbook, a new requirement under Section 1. Introduction, Item 5. Contributions to Diversity (Diversity Plan) was added:

All proposals must include (a) a vision for how the program will advance UC's goals for diversity and (b) a plan that details what steps the program will take in its first five years to move it toward the identification, recruitment, and retention of underrepresented minority students and faculty.

The proposal should clearly document the ways in which the program will evaluate its diversity goals. The Office of Inclusive Excellence provides consultation on this section of the proposal. The Diversity Plan (formatted as an appendix) should either be signed or accompanied by a letter of support from the Vice Chancellor for Equity, Diversity, and Inclusion.

UCI requires an additional item under Appendix 11. Program Learning Outcomes and Assessment Plan. This section should provide detailed program learning outcomes (i.e. core knowledge, research methods and analysis, pedagogy, scholarly communications, professionalism, independent research) with the understanding that assessment of the extent to which students have achieved these outcomes will be included in the external academic reviews of the degree program.

Required Appendices (Please insert appendices in the order that they are listed.)

1. [Academic Actions Routing Sheet](#)
2. Letter of support from the Dean of the academic unit*
3. Additional letters of support*
 - a. Examples include: Associate Dean, Faculty Director, Department Chair, participating faculty, industry supporters, community partners, etc.
 - b. It is highly encouraged to include letters of support from potential employers.
4. Letter of support from the UCI Libraries*
5. Diversity Plan (please see instructions above)
6. School/Department faculty vote
Include total number of eligible faculty, number of voting faculty (in support, in opposition, abstention), and date of vote.
7. CIM printouts and syllabi for all required and newly proposed courses
8. Catalogue/website announcement

9. [Program summary](#)
10. Bylaws (School, Department, or Program)
11. Program Learning Outcomes and Assessment Plan (please see instructions above)
12. CVs of core faculty participating in the program

Additional Required Appendices for Self-Supporting Graduate Professional Degree Programs (SSGPDPs)**

13. Budget – use Excel template from UCI Budget Office
14. Cost Analysis – use Excel template from UCI Budget Office
15. Campus loan information, if applicable
16. Market research report

**Letters of support must be formal; email printouts are not accepted.*

***Please refer to the [UC Self-Supporting Graduate Professional Degree Programs Policy](#) and [UCI Guidelines for Proposing Self-Supporting Graduate Professional Degree Programs](#) for more information.*

For new online or hybrid graduate degree programs, please review the following information:

- [UCI Senate Policies on Approval of Online Courses](#)
- [Online Program FAQs](#)
- [Support for Online and Hybrid Programs](#)

Contacts for Assistance During the Proposal Process

The Graduate Council Analyst in the Academic Senate is the main contact for questions about the policy and curriculum portions of new graduate program proposals (program framework, courses, governance, changes in Senate regulations, CCGA guidelines, etc.). The Graduate Council Analyst serves as the record keeper of graduate degree proposals until completion (Presidential approval), and can answer questions about where proposals are in the process.

- Primary contact:
 - Thao Nguyen, Graduate Council Analyst, thao.nguyen@uci.edu
- Secondary contacts:
 - Graduate Council Chair; see [Graduate Council website](#) for current chair contact information
 - Jisoo Kim, Executive Director, Academic Senate, jisoo.kim@uci.edu or (949) 824-6727

For administrative questions such as admissions requirements over and above Graduate Division minimum requirements, etc., please contact the Director of Academic Initiatives in the Graduate Division. Please note that the Senate asks that faculty consult with the Vice Provost for Graduate Education and Dean of the Graduate Division prior to submitting a proposal. The Director of Academic Initiatives can arrange for this consultation.

- Contact: Celina Mojica, Director of Academic Initiatives, cmojica@uci.edu or (949) 824-5409

For assistance with the Contributions to Diversity/Diversity Plan section of the proposal, please contact the Office of Inclusive Excellence.

- Contact: vcinclusion@uci.edu

For questions about WSCUC accreditation, please consult with Institutional Planning. Please note that Schools are also required to submit information on planned degrees to Institutional Planning to be included in the [Five-Year Planning Perspectives](#) (5YP).

- Contact: Paul Kang, Associate Vice Provost, Institutional Planning, p.kang@uci.edu

For the financial plan, please consult with the UCI [Budget Office](#) starting at the initial stage. This step will generate a letter on commitment of resources from the Provost which is a required component of the proposal.

- Contact: Katherine Warnke-Carpenter, Assistant Director, Academic Resource Planning, kcarpent@uci.edu or (949) 824-6629.

Proposal Submission and Timeline for Approval

Please submit the proposal to [Jisoo Kim](#), Executive Director of the Academic Senate, for review by the Graduate Council, the Council on Planning and Budget, the Council on Equity and Inclusion (Diversity Plan only), and other councils as appropriate. The proposal must be formatted according to CCGA guidelines and included all required components and appendices. Failure to follow proper formatting guidelines and include all required components will result in the return of the proposal. All items must be included and submitted in one single PDF file. The Senate is not responsible for the organization of a School's proposal and its components. Items sent piecemeal will not be accepted. Please also ensure proposals are thoroughly copyedited prior to submission.

There are many academic and administrative steps in this process. At minimum, the total process (from submission to Graduate Council to Presidential approval) will take an estimated 12-18 months. There are many variables, including School adherence to Senate deadlines, the strength and completeness of the proposal, Council discussion, School response time to Senate questions, Council approval, Cabinet endorsement, Provost approval, the workload of CCGA, etc., so every School and proposal has its own experience.

Graduate Council Review and Response

Graduate Council meets every 2nd Thursday of the month from October to June. A typical meeting agenda with materials exceeds 700 pages. For this reason, Council members have two weeks to review meeting materials. The Graduate Council Analyst and Council Chair review proposals prior to putting them on the agenda and assigning reviewers. This pre-review ensures that all the required materials are included, preliminary questions by either the School or the Senate are answered, and the proposal is ready for Graduate Council review.

Graduate Council meeting dates and deadlines for submission of agenda items can be found on the Senate [website](#).

Council on Planning and Budget and Council on Equity Inclusion Review

Proposals for new graduate programs are also reviewed by the Council on Planning and Budget (CPB) and the Council on Equity and Inclusion (CEI). Graduate Council reviews proposals for academic quality and rigor and adequacy of the size and expertise of faculty to administer the program; CPB reviews for adequacy of facilities, budget, applicant pool, and placement prospects for graduates; and CEI reviews the diversity plan. The Senate Chair may assign the proposal to other councils for review, as applicable.

The Senate will provide a response to proposals after all councils have completed their reviews. The response will be sent as a formal memo, via email, and will document the reviews and provide comments, questions, and any concerns, or an endorsement of the proposal.

Recruiting and Admitting Students to New Programs

New programs must have Presidential approval by November 15 in order to begin admitting students for the following fall term.

New state-supported programs can start recruiting students once they receive Presidential approval. New SSGPDPs need both Presidential approval and fee approval from the Regents before they can start recruiting. SSGPDPs that are more than 50% online may also need WSCUC approval before recruiting.