

Guidelines for Developing New Graduate Programs at Indiana University*

Healthy universities must continually add programs as new fields of study emerge or as demand for specific degrees appears. Indiana University is challenged to respond appropriately to the needs of all its campuses and the communities they serve, while maintaining the quality inherent in an Indiana University graduate degree. Establishing guidelines for new degree programs facilitates the process of natural development.

A campus must consider the guidelines below to develop new doctoral or masters programs. Graduate certificates should follow similar guidelines and should reflect the specific purpose of the certificate. Graduate certificates would normally be expected to differ from masters degrees mainly by being shorter (most are between 12 to 24 credits) and by being intentionally more focused. A remonstrance process should be created to allow comment from all areas of the university before final approval of a new graduate program.

◆Mission Alignment

- ◆The proposed program must fit within the campus mission and the mission of Indiana University, complementing existing programs across the University
- ◆The proposed program must not impede other missions such as undergraduate teaching on the campus or within the university, as documented by a specific plan of course offerings
- ◆Ph.D. proposals will be limited to the IUB and IUPUI campuses at present, because of the large institutional commitment of resources required

◆Financial Resources/Business Plan

- ◆The campus must commit to support the salaries of faculty necessary for the program
- ◆Graduate student financial support must be available, as appropriate to the discipline and level of degree
- ◆Student demand must supply a critical mass of students and must be sustainable
- ◆A plan must exist for shutting down the program, should its goals not be met; this plan must include a strategy to allow students who are already enrolled to complete the degree.

◆Facilities/resources

- ◆Research, instructional, and training facilities must be adequate for the discipline and degree
- ◆Technology must be available to support research for academic programs, state-of-the-art practice for professional programs, and to facilitate collaborations within and across campus boundaries.

◆Student Service/Student Outcomes

- ◆Market demand for graduates with the degree must be documented
- ◆An assessment plan based upon concrete milestones should be built into the program
- ◆Advising for prospective students and continuing students must be available
- ◆Placement services and career advising must be available for students

◆Faculty Resources

- ◆Faculty depth must be sufficient to offer a full range of disciplinary expertise appropriate to the academic field of study; for professional and applied programs, faculty must embody the range of professional expertise appropriate to the focus of the degree program
- ◆Faculty must attract external funding and/or engage external practitioner organizations, if appropriate to their discipline and the graduate program in which they teach
- ◆Faculty numbers must be sufficient to offer mentoring, supervision, research and/or training opportunities to a critical mass of students
- ◆Faculty must be available to offer required courses at the frequency required to maintain continuous student progression through the program
- ◆Faculty must be knowledgeable of and compliant with accreditation standards appropriate to the degree/discipline, if applicable.

Criteria for new programs may be met by resources on a single campus, but creating single campus programs is only one way to produce the growth that best serves Indiana University. Another strategy combines faculty expertise from multiple campuses and allows full participation of qualified faculty in graduate education. Partnering offers the powerful incentive of lessening duplication in course offerings and in faculty hiring while making a specific expertise available to more than one campus through the creative use of technology for distributed education or by other means. When partnering within Indiana University is impractical, options to partner with other public institutions in Indiana may be explored. Faculty whose expertise is attractive for cross-campus programs would be expected to be recognized for this activity in promotion and tenure decisions.

*These guidelines draw on those published by the Council of Graduate Schools (The Doctor of Philosophy Degree: A Policy Statement, CGS, 2005; Master's Education: A Guide for Faculty & Administrators, A Policy Statement, CGS, 2005).