Guidelines for New Graduate Program Approval
Office of Graduate Studies, December 2006

1. Plans for new graduate degree programs should initially be discussed with the appropriate dean(s). In preparing formal proposals, it is important to adhere to the guidelines in the 1990 Report of the Graduate Study Task Force (pages 2-3 of this document).

2. After a proposal has received approval from the appropriate departments and divisional councils, it will be reviewed by the Academic Planning Committee, which will set up a subcommittee (consisting of the Provost, the Dean of Graduate Studies, and the appropriate dean(s) overseeing the faculty involved) to ascertain that the proposal addresses all key issues and that there are adequate institutional resources to support the program. The subcommittee may, at its discretion, submit a proposal to outside experts for comment; it may also ask for revisions in the proposal at this stage.

3. After it has completed its review, the Academic Planning Committee will submit the proposal to the Council on Graduate Studies with written comments.

4. Once the Council approves the proposal, it is sent to the appropriate faculties after whose approval it is taken to the Provost for presentation to the Board of Trustees.

5. The Provost will perform a final review and bring the proposal to the Trustees twice; the first time for informal discussion and any comments, and the second time for formal approval.

6. Presentations for the Trustees should address the following matters:
   • The justification for the program: why it is needed; the kinds of students it hopes to attract; faculty interest; the program’s place in the context of the overall academic offerings; the competition from programs at other schools; and how this program will be positioned nationally.
   • A description of the program: degree requirements, course offerings, time required to complete the degree. New and existing courses should be clearly delineated.
   • Measurements for success: how will we know that this program has achieved its aims? When and how will it be reviewed? What would be the grounds for discontinuing it?
   • Any additional resources needed for the program, and their source.
   • The relationship of this program to the undergraduate program, if any, and any likely impact on Dartmouth’s academic community.
   • Current or future facility needs for the program.
GUIDELINES FOR NEW GRADUATE PROGRAM PROPOSALS

Proposals for New Graduate Programs should contain the information and follow the outline given below. Each category should have a paragraph of explanation.

i. Executive Summary

1. Table of Contents

2. Introduction
   A. Definition of field
   B. Short history of field
   C. National need for program – include job pool for graduates
   D. Dartmouth’s opportunity for national leadership in field

3. Proposed Program
   A. Admissions requirements and number of students – include size and quality of applicant pool and plan for recruiting students
   B. Curriculum – include examples of student enrollment patterns
   C. Degree requirements
   D. Teaching faculty
   E. Research faculty
   F. Description of research areas – include participating faculty and research interests
   G. Comparison to programs at other universities

4. Administration
   A. Steering or advisory Committee
   B. Visiting Committee and their role

5. Resources – include annual detailed budget
   A. Programs grants
   B. Research grants (indicating level of graduate student support available)
   C. Dartmouth resources for program
   D. Facilities
   E. Library

6. Outside Reviews
   A. External Advisory Group

7. Relationship to Other Dartmouth programs
   A. Undergraduate
   B. Other graduate programs
   C. Professional school programs
Proposals for New Graduate Programs

It is impossible to specify a single set of criteria by which any proposal for a new graduate program should be measured. The intellectual, physical and financial resources necessary for quality will vary widely depending on the nature of the program. However, one can delineate a number of broad issues that should be addressed in any proposal in order to allow those considering it to determine the educational value of the program, the contributions it would make to the intellectual environment of the College, and the resources that would be required for excellence. There should be sufficient information in a proposal to allow the priority of the new program to be established relative to other existing and proposed activities.

First of all, careful attention should be given to the definition of the field of inquiry in which graduate study is proposed. Even for interdisciplinary programs there must be a coherent intellectual foundation upon which the research and curricular components of the proposed program are based. The case must be made that a graduate program in this field at Dartmouth is consistent with, and enhances, the mission of the College, and that the program will contribute to the satisfaction of a national and, where appropriate, international need in the area under consideration. For example, if possible, the size and quality of the prospective applicant pool should be assessed, the plan for recruiting students should be detailed, and job pool into which they would graduate should be described.

Furthermore, it must be shown that Dartmouth has an opportunity to build a program of true excellence, as determined by criteria discussed elsewhere in this report. The faculty base upon which the proposed program will be built must be described, and the strengths that each individual faculty member brings to it should be indicated. Also, the facilities and equipment that will be needed to support the program should be detailed. If such facilities and equipment are not presently available at Dartmouth, the means by which they will be procured should be specified. In particular, if special facilities, such as laboratories or studios, already exist at Dartmouth that will contribute to the quality of the program, they should be described. The plan for organizing resources within the College, as well as attracting new resources to the College, must clearly indicate that Dartmouth can attain a leadership position in the field of inquiry of the program within a reasonable time-frame.

A proposal should contain a detailed description of the academic and administrative structure of the program. This should cover admission requirements, curriculum, and degree requirements, and it should include a description of an internal committee structure for dealing with such approval. If the proposed program is not associated with a single department, then an appropriate steering committee should be designed to deal with administrative matters. Furthermore, if outside review or visiting committees are to be used in student and/or program evaluation, their makeup and function should be described. The discussion of curriculum should indicate which courses are already being taught and which must be added because of the proposed program.

The relationship the proposed program will have to other programs at Dartmouth – undergraduate, graduate and professional – should be addressed. For example, if the proposed program will enhance or increase educational opportunities for students in other areas of the College, those areas should be identified and the means of access to the proposed program should be described. Also, if the new program could be enhanced by informal relationships with other areas of the College, the nature of such relationships should be indicated.

All proposals should include a detailed budget indicating the expenses associated with the new program and the revenue sources that will be used to cover them. When appropriate, the funding history of the current faculty members who will be associated with the program should be given and the opportunities for increased external funding assessed. In particular, the means by which graduate students will be supported should be described.