**DRAFT (September 29, 2010)**

**Timeline and Procedures for Submitting Proposals to Redesign the Comparative Studies Program**

October 15, 2010 Announce to faculty the timeline and procedures for submitting proposals

January 30, 2011 Proposals due to Dean’s office

Spring and Fall 2011 College approval process for proposals:

* Faculty groups may produce proposals based on the recommendations made by the External Review Team’s Report and according to the process outlined below.
* Proposals are first vetted by the concerned academic unit chair/director. When there are faculty from more than one department submitting proposals, all such department chairs have to vet the proposals. Chairs/Directors know workload matters, graduate faculty availability, GTA dollars, and other critical variables that matter in creating viable proposals.
* There may be departmentally-based proposals that have affiliated faculty from other departments; in such cases, respective chairs would have to consent to releasing faculty from those departments to provide intellectual labor to the program.
* The next stage in the process is that these approved proposals come through the department chairs to the Dean.
* The Dean may submit one or more proposals for approval by the Graduate Programs Committee depending on quality of the proposals and availability of funds to support them.

**Other Guidelines for Proposal Development**

The proposal should give details, complete with individual course proposals, for coursework as follows, on a 3-year rotation:

**MA/PhD—enter in Year 1**

Year 1: MA-level coursework (18 credit hours)

**MA in hand—enter in Year 2**

Year 2: MA/PhD-level coursework (18 credit hours)

Year 3: PhD-level coursework (18 credit hours)

Year 4: Directed Independent Study coursework (18 credit hours)

Year 5: Dissertation credits or as necessary for continuous enrollment (9 credit hours)

Total credits = 81 (minimum)

* The proposal should specify the size of the cohort of full-time students to be admitted each year, the budget for funding the necessary number of PhD-level GTAships for 4 years, how much of this funding can come from existing departmental or other resources, and the plan for obtaining this funding (any NSF or other grants applied for), which will reach a steady state in year 4.
* The proposal should define the impact of the PhD-level coursework on existing undergraduate and masters-level programs and, in instances where the impact is negative, indicate how and to what degree it will be offset.
* The proposal should indicate a plan for administering (i.e., single-department or co-department administration or other) and offering the program (identification of faculty that will serve in both instructional and supervisory capacities).
* The proposal should include, if applicable, documentation of successful programs that follow a similar model.
* The proposal should include a justification narrative: an explanation of the intellectual scope of the program, its niche in the field, any comparisons to existing programs in SUS, and the arguments, pro and con, raised in faculty discussion, including the level of faculty support.