

**INTERDISCIPLINARY**

**GRADUATE**

**PROGRAMS**

**UNLV** | GRADUATE  
COLLEGE

# UNLV INTERDISCIPLINARY GRADUATE PROGRAMS HANDBOOK

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## DEFINITION OF INTERDISCIPLINARY GRADUATE PROGRAMS

Interdisciplinary graduate programs (IGP) are a growing part of graduate education at the University of Nevada, Las Vegas (UNLV) and a thriving part of graduate communities in most Top Tier campuses across the nation. They are also consistent with federal agency funding priorities to support [multidisciplinary, interdisciplinary, and transdisciplinary](#) research teams. Although graduate programs are not required for such funding opportunities, they often help develop and strengthen interdisciplinary faculty teams, research, and collaboration.

IGPs are graduate programs that cross schools and/or colleges with participating faculty from multiple disciplines. At UNLV, IGPs that cross colleges or schools will be structured as per the guidelines below; IGPs that cross departments within a single school or college may opt to use this model but are not required to do so.

Characteristics of IGPs include, but are not limited to, the following:

- IGPs create, manage, and deliver outstanding graduate programs that transcend any one disciplinary approach or perspective.
- IGPs structurally reside centrally in the Graduate College; physically, faculty are located in their own home department or school offices; and the program is governed by a faculty committee with oversight from deans of each school or college with participating faculty.
- Each IGP has its own affiliated graduate faculty, a program director, and an executive committee who together manage the graduate program.
- Graduate faculty join the IGP to manage and deliver an interdisciplinary or transdisciplinary degree, teach courses, and mentor graduate students within that graduate program.
- There are no formal tenure-track lines in IGPs.
- IGP faculty members are drawn from existing units/departments where their faculty line is housed. They must hold Graduate Faculty Status (GFS) within the respective IGPs.
- IGPs may be affiliated with centers or institutes, but this is not required.
- IGPs are not academic departments.

## **PROGRAM STRUCTURE AND ADMINISTRATIVE FUNCTIONS**

### **Overview**

- IGPs are structurally housed in (i.e. built in MyUNLV, etc.) the Graduate College, but their physical space (faculty offices, conference rooms, and student offices) is located in participating faculty departments/schools.
- Administrative support and functions are provided by the participating academic departments/schools or by the IGP's host unit. Eventually, the Graduate College should host an IGP office run by a graduate faculty member or assistant/associate dean and a business manager/administrative assistant. Together, they will coordinate proposed, new, and existing IGPs and provide support to these programs.
- Each IGP must have a governing board, chaired by the dean of the Graduate College (or designee), the deans of all participating program colleges, and respective program director. The

governing board is responsible for oversight of the IGP.

- Each IGP must have a program director, and their bylaws must indicate the term, the responsibilities, and the process and procedures for selecting a program director.
- IGP program directors manage the program and serve as the graduate coordinator.
- IGPs with more than 25 students may consider designating a different graduate coordinator to support the program director and be the direct contact and program advisor for students. Graduate coordinators are selected based on bylaws established by the IGP faculty.
- IGP program directors should receive a suitable course reduction (defined by program bylaws and approved by the governing board) and it is expected that directors perform their roles and responsibilities over a 12-month period. Typically, directors are on a 9-month contract plus a stipend awarded. (Please see the Director's role [here](#)).
- IGPs must follow all of the policies and procedures expected of other graduate programs (see [Graduate Catalog](#)).
  - The IGP will provide a multi-year class schedule and course offerings in a timely manner to meet the degree requirements established for the program.
  - The IGP will have a strategic plan that addresses Recruitment, Retention, Progression, & Completion (R2PC) goals, strategies, and program outcomes, as well as assessment and program metrics.
  - The IGP must promote and maintain high levels of quality and excellence, as demonstrated by established program metrics.
  - The IGP must undergo standard program review processes.
  - All participating faculty members must hold Graduate Faculty Status (GFS) at a level commensurate with their IGP responsibilities.
  - As programs mature (within five years) and/or reach a critical number of students, IGPs should consider establishing a community advisory board, particularly for professional master's and doctoral programs.

### **Considerations When Developing an IGP**

The following are shared responsibilities that will need to be discussed and negotiated between departments, colleges, and IGPs on an occasional basis:

- Considering the curriculum (see distinction below regarding program and instructional faculty), program faculty serve as mentors and advisors to students in the IGP while instructional faculty are affiliated with the IGP only as an instructor from one of the participating departments. These faculty would be tangential participants in the IGP, but they would have GFS either (a) only for teaching in the IGP prefix course or (b) appropriate GFS approval in their home department.
- Participating and advocating for replacement of faculty with IGP status
- New faculty hires who might participate in the program
- Participating and increasing fundraising opportunities

- Considering resource allocation, including graduate teaching and research assistantships
- Tenure and promotion processes that reflect graduate faculty participation in IGPs

## **IGP Structure**

### **Governing Board**

The governing board consists of the deans of the participating schools/colleges and the dean of the Graduate College.

### **Host Unit**

The host unit shall be one of the participating departments, schools, colleges, or a well-established and thriving center/institute that is designated to provide AA support for the IGP for a finite term as outlined by the IGP bylaws. It is generally the home department or school of the IGP program director.

- The host unit must be one of the participating academic departments with one or more faculty members participating in the IGP.
- The executive committee will put forward a nomination to the governing board for which department, school, college, or center/institute should serve as the host unit. The nomination will be voted upon by the governing board, with the dean of the Graduate College only voting if there is a tie.
- The program director must be a tenured graduate faculty member from a participating academic department. Typically, the department, school, or unit of the program director will serve as the host unit and provide administrative assistant support.
- The host unit generally rotates along with the program director when their term is ended.

### **Program Director**

The program director will be appointed based on the criteria established in the individual IGP bylaws. A program director generally serves a three-year term, with a term limit in accordance with IGP program bylaws. If applicable, the graduate coordinator will also be appointed based on the criteria established in the individual IGP bylaws. It is expected that directors perform their roles and responsibilities over a 12-month period annually. Typically, directors are on a 9-month contract plus a stipend awarded. A graduate coordinator generally serves a three-year term, with a term limit in accordance with IGP program bylaws. (See Director Role [here](#))

The program director shall:

- Be responsible for the daily supervision and management of the program, including devising the class schedule, IGP course evaluations, marketing the program, keeping bylaws current, and coordinating with participating academic units, overseeing recruitment, applications, admissions, retaining of students, faculty to the program, recruitment and hiring of faculty, conveying information to the program, support in the cultivation of donors, mentoring faculty, staff, and students, maintaining or improving the program climate, and facilitating changes approved by the program.
- Convene and chair meetings of the Executive Committee and faculty. Hold and chair at least

one meeting of the entire IGP faculty and its affiliates. Chair program meetings and sending all meeting agendas and minutes to all governing Deans, including [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu)

- Generally serve as the graduate coordinator for the program until a graduate coordinator is identified for the program. Generally, the director serves as the graduate coordinator for programs with fewer than 25 students; for those with more than 25 students, the program faculty may vote to identify a co-director or graduate coordinator. However, IGPs are required to have an executive committee and are encouraged to have an admissions committee, both of which help the program director manage the program.
- Serve as the lead representative of the IGP to the governing board and the university administration.
- Manage administrative matters according to university regulations. This includes but is not limited to the development and implementation of the program's strategic plan, management of associated space, alignment with university policies and mission.
- Oversee the budget with collaboration from the Graduate College including but not limited to department spending, managing course fees, and other development funds. Ensure the transfer of operating funds from participating colleges be completed prior to the beginning of each academic year.
- Manage the hiring of part-time instructors with collaboration from the Graduate College
- Ensure proper administration, coordination, and oversight of grants in collaboration with the Graduate College and participating units.
- Manage and oversee curriculum including program/course changes and proposals and its delivery using available data for course planning and assessment of student learning.
- Create and maintain program handbooks, websites, and other program-related materials.
- Prepare and submit an [annual review/report of program](#) activities and accomplishments to the governing board. This includes an annual report of the budget and expenses of the executive committee and governing board no later than the end of June of each fiscal year. The annual report shall also include an updated list of IGP faculty and their respective roles on graduate advisory committees as well as any significant curricular changes. It shall also include the list of any grants secured by the IGP faculty. The report shall also summarize the strengths and weaknesses as well as needs of the program and specify annual future goals for R2PC and improving the quality of the program aligned to Top Tier and Carnegie R1 status goals.
- Complete and submit the annual graduate coordinator report to ensure that the IGP data is included in campus reporting.
- Submit an IGP [mid-year report \(memo\)](#) documenting the previous year's accomplishments and forward it to the governing board, chair of the program director's home academic unit, and the dean of the Graduate College. The intent is alignment with the faculty annual evaluation cycle.
- In collaboration with the Graduation College, oversee all reporting requirements including, but

not limited to, assessment reports, institutional reports, accreditation reports (if applicable), program reports, R2PC plans, and annual reviews of faculty and students.

- Coordinate and monitoring of the day-to-day recruitment, admissions, addressing student concerns, and advising of graduate students, sign forms, handle appeals, etc. to facilitate student success
- Maintain broad oversight with management and coordination of GAs in the program.
- Update and maintain an accurate list of participating IGP faculty and their roles in IGP committees/activities, and be sure that they have appropriate GFS in the IGP. The participating graduate faculty list, with their areas of specialization, must be included on an IGP webpage managed through Web Services.
- Lead in annual reviews and updates of program bylaws.
- In collaboration with the Graduate College, lead and update any memorandums of understanding (MOUs) necessary to govern the program with community partners, internships (with Site Licenses), for recruitment pipelines, etc. IGP Directors must review and approve MOUs prior to IGP vice provost and dean's final approval. IGP vice provost and dean or designee is the final signatory on MOUs.
- Create and maintain transition plans for outgoing and onboarding new directors and executive members.
- Fulfill any other duties outlined in the program bylaws and fulfill or delegate all graduate coordinator requirements for the successful management of the graduate program.

## **Executive Committee**

Each IGP will be administered by an executive committee.

*Initial executive committee members to establish program:* The initial executive committee shall be approved by the governing board. The committee must consist of at least one graduate faculty member from each of the participating units to launch the program. This executive committee member shall be approved by their participating home units' deans and recommended by the initial executive committee members. This initial executive committee shall be not more than 10 members in total and (a) establish the IGP bylaws and (b) launch the program by carrying out all the curricular activities and processes for Nevada System of Higher Education (NSHE) and UNLV approval and outlining future executive committee membership as defined by their respective bylaws.

*Membership of the executive committee once the program is established:* Executive committee members must be graduate faculty and participants in the IGP. IGP executive committees must include graduate faculty from a variety of different home departments/schools. The committee must consist of at least one graduate faculty member from each of the participating units and shall be approved by their participating home units' deans. This executive committee shall be no more than 10 members in total. Committee members will serve for a fixed time period, as stipulated in the IGP bylaws. Members should rotate off the executive committee in a staggered way so that, once established, the executive committee has some members leave and new members join the executive committee each academic

year. Faculty members from participating departments who are tenured, tenure-eligible, or tenure-equivalent at UNLV may serve on executive committees.

The executive committee shall:

- Establish and maintain program bylaws. Bylaws should be annually reviewed by the executive committee and then voted upon, as needed, by the entire IGP faculty roster.
- Nominate new members to serve on the executive committee, and encourage nominations from other IGP faculty to ensure continuity of leadership.
- Develop, implement, and maintain appropriate policies and procedures regarding recruitment, admissions, curriculum, student supervision, GA selection and supervision, timely student progression, faculty mentorship, completion of rigorous degree requirements, and successful placement of graduates as they launch their careers.
- Collaborate with the Graduate College and governing board to ensure student success and program reporting of data, engagement in strategic R2PC planning and execution, assessment, etc.
- Provide input on the broad management for the program, including the budgets, funding, and policies.
- Set criteria for the appointment of new faculty members, including GFS and review of current IGP faculty members to ensure active faculty participation in the program.
- Develop and enforce an equitable structure to allocate and appoint state-funded/philanthropic/community/industry Graduate Assistantships (GA) with funds distributed to the program.
- Establish and ensure a robust mechanism to provide annual evaluation input and metrics to IGP faculty's home departments to ensure credit for their IGP participation.
- Advise and support the program director as established in the bylaws.
- Plan for future developments in the graduate program to ensure that it remains relevant, cutting-edge, and competitive.
- Ensure that academic program reviews are consistent with the NSHE Board of Regents requirements and ensure that they are carried out in a timely manner.
- Ensure continued program licensure/accreditation, if relevant.
- Submit periodic input and evaluations of the program director, upon request.
- Advise the program director in the generation of the program's annual report.

### **Program Faculty Membership**

There are two levels of faculty involvement in the IGP, which include *program faculty* and *instructional faculty*.

## Program Faculty

Program faculty serve as mentors and advisors to students in the IGP and, as such, must hold GFS in the respective IGP.

- Faculty members are proposed for appointment to the IGP program director by the executive committee, based on established criteria in program bylaws (including such evidence of research and scholarly productivity as current publications in peer-reviewed journals and academic presses, recent service as thesis/dissertation committee chairs, etc.).
- Faculty will maintain their primary appointment in their home department, where they will reside for purposes of tenure, promotion, and annual reviews, while adding an affiliation with the IGP.
- Tenure will remain in the home department; however, IGP program evaluations shall contribute to promotion and tenure. It is recommended that promotion and tenure reviews include evaluations by the program director of the relevant IGP. Additionally, program directors will submit an evaluation of a faculty member's contribution to the IGP to the faculty member's home department chair for the purposes of annual performance review.
- Faculty must apply for GFS in the IGP through the Graduate College application [here](#).
- Faculty members from participating departments who do not hold tenure-eligible appointments may request special approval from the Graduate College to serve as committee members or co-chairs, but they must be approved for appropriate GFS in the respective IGP in order to do so.
- IGPs do not house faculty lines. Faculty lines will be from contributing departments.

## Instructional Faculty From Participating Departments

If a class is taught under a department prefix, but can be used for the IGP, the faculty needs only GFS in that department. These faculty would be tangential participants in the IGP, but they would not need to have GFS in the IGP. However, if the class is taught under an IGP program prefix, the faculty must have GFS in the IGP area and be a program faculty member. The GFS application may be found at:

<https://www.unlv.edu/graduatecollege/graduate-faculty-status>.

## Program Website

To support strong recruitment efforts and ensure transparency and good communication, each IGP is required to work with Web Services and the Director of Communications and Marketing in Academic Affairs to design a program website. The website may include information about participating graduate faculty, general information about the IGP program, and possibly alumni information and/or career pathways. Program Bylaws (See Example of Draft Bylaws in the [Resources](#) Section)

To facilitate the administration of IGPs, program bylaws and guidelines must be developed by the executive committees. These program bylaws should include a mission statement and program learning outcomes. In addition, the following items should be included in the program bylaws.

- Broad policy and program management issues defined
- Election of the program director information, including the process and method of election and duration of term

- Evaluation of the program director
- Faculty membership in the IGP and periodic review of such faculty for continued participation
- Election of executive committee members, including the process and method of election and duration of term
- Annual evaluation input on participating faculty that would be provided to the appropriate department chairs/college deans. These evaluations should be based upon the negotiated role statement and subsequent faculty time allocation to the IGP.
- Definition of any standing, ad hoc, or user's committees
- Faculty meetings, including voting membership, quorum, presiding officer, agenda, minutes, and Class A actions
- Graduate student recruitment, admissions, curriculum, student supervision, and completion of degree program requirements
- Graduate assistantship allocation and appointment practices
- Nomination and selection process and procedures of Graduate and Professional Students Association (GPSA) representation and Graduate College awards/other awards.

## Finances

### **Building an IGP Budget (See Sample Budget in the Resources Section)**

Allocation of funds to IGP programs is determined by each respective IGP governing board in collaboration with the Graduate College. The IGP account for each program is managed by the program director in collaboration with the Graduate College.

IGPs, like any other graduate program, typically require funding to cover:

- Operational costs (administrative and clerical support, program activities such as seminar/forum series and social events, office equipment and supplies, telecommunication costs, etc.)
- Recruitment costs (advertising and student visits, etc.)
- Instructional costs (class offerings, software, lab expenses, program licenses, etc.)
- Financial support for students (GAs, scholarships, awards, etc.)
- Professional schools (law, dental, & medicine), may opt to fund GAs for their respective students.

IGPs may receive an allocation of scholarship awards and graduate assistantships from the executive vice president and provost, dean of the Graduate College, deans of the participating colleges, and/or chairs of participating departments. Participating deans and chairs also provide support through commitment of faculty release time.

The IGP may also be the beneficiary of philanthropic donations, and such gifts should be coordinated through the director of development in the Graduate College. This may also include CIGAs and CGRAs:

<https://www.unlv.edu/graduatecollege/community-ga>.

### **Differential Fees**

Before an IGP proposes differential tuition or special course fees, they must inform and coordinate with the Dean and Associate Dean of the Graduate College to ensure a smooth transition and clear business management plan for the funds.

If the IGP has approved differential fees, they will be collected and dispersed in the following ways:

- If the fees are associated with courses owned by a participating unit, these fees will be collected, managed, and retained by the respective unit that owns the course prefix in order to cover instructional-related costs.
- If the fees are program-based, these fees will be collected and dispersed by the Graduate College equitably to all participating units, depending on the nature of the fee. Some of these fees may also be used by the Graduate College to cover IGP program costs, if that was part of the fee plan.
- If the fees are associated with IGP prefixes owned by the Graduate College, these fees will be collected and dispersed by the Graduate College to cover approved course fees/program costs.

### **Facility and Space**

The assignment of faculty offices, laboratory space, research supplies and equipment, and other related items (e.g., computer) is the responsibility of the home academic unit of the participating faculty member. This also pertains to graduate students working with the participating faculty members.

The Graduate College, located on the second floor of the [University Gateway Building](#), offers graduate faculty and students flexible workspaces. A hub for the entire graduate community, the Graduate College includes a [study space for students](#), faculty/staff hoteling spaces, and conference rooms and large meeting space. Units that work with the Graduate College are welcome to email the graduate college ([gradcollege@unlv.edu](mailto:gradcollege@unlv.edu)) for conference rooms and meeting spaces.

The [Gateway Graduate Commons](#) (University Gateway Building, second floor) and the [Lied Graduate Commons](#) (Lied Library, second floor) are exclusive study spaces for graduate and professional students that include a computer lab, moveable whiteboards, collaborative workspaces, and small kitchens.

### **Managing External Grant Funding and Awards**

The allocation of indirect costs for grants is negotiable on a per-submission basis. An appropriate MOU must be executed outlining the details of indirect cost distribution prior to submission of the grant and be signed by the dean of the Graduate College. Generally, indirect costs from research grants are credited to the principal investigator's home department/school and home school/college. Interdisciplinary grants that are generated by the IGP faculty only, and are graduate student training grants or specific to the IGP, would provide indirect cost returns to the Graduate College, and a percentage of these shall be earmarked to support the IGP.

## **FTE & WSCH Reporting**

### Full-Time Equivalent (FTE)

Based on course enrollments, course credits hours and course level, FTE student enrollment is part of the legislatively approved formula for funding instruction at UNLV. FTE will be attributed to the respective units owning the course prefixes.

### Weighted Student Credit Hours (WSCH)

WSCH from the IGP are handled in one of two ways:

- 1) students enroll in courses in the participating academic units and the WSCH accrues there; or
- 2) students enroll in courses with the specific IGP prefix, which may or may not be cross-listed with other academic units, and the WSCH accrues to the IGP through the Graduate College.

## **DESIGNING, DEVELOPING, AND PROPOSING NEW IGPs**

### **New Graduate IGP Program Development Procedures**

To establish a new interdisciplinary graduate program, a proposal must be prepared by the interested graduate faculty. The process follows the current new program procedure. For additional information, please see the [Graduate College Curriculum](#) website and the [Senior Vice Provost's Academic Program Actions & Processes](#) website.

There are three phases to the development of new IGPs, prior to program implementation.

#### **Prior to Proposal Development (Before Pre-Proposal)**

Step 1: Pre-Proposal Coordinating Meeting

Step 2: Founding Faculty Meeting

Step 3: Graduate College Representatives + Dean(s) Meeting

Step 4: Draft MOUs

Step 5: Dean(s) + Graduate College Dean Signs MOUs

Step 6: Graduate College Dean Generates Letter of Support

1. Pre-Proposal Coordinating Meeting: The purpose of the pre-proposal meeting is a preliminary discussion of relevant issues that the proposal developers will need to address during the course of the pre-proposal and/or proposal processes. This meeting will include interested faculty and deans with Graduate College and the Senior Provost for Academic Affairs (SVPAA) representatives and the established founding faculty group. During this meeting, several key issues deserve conversation and consideration. These include: review of IGP guidelines, review of SVPAA pre-proposal and major proposal procedures, considering the viability of the program (with evidence), assurance the program is on the Academic Master Plan following execution of all appropriate MOUs, outline of a timeline for program approval and implementation (NSHE approval and UNLV curricular approval procedures and timeline). The hosting deans will present the program at Deans' Council/Circle for full awareness and transparency of program development.

2. Founding Faculty Meeting: The founding faculty group meets and discusses curricular design and pre-proposal components, plans and selects a primary founding program director to lead the development and shepherd the curricular process, develops a Google Listserv group for IGP program participants, and shares with Graduate College (associate dean).

Note: *If faculty have already identified all IGP participants, steps 1 and 2 may be combined.*

3. Graduate College Representatives + Dean(s) Meeting: Representatives from the Graduate College meet with deans to finalize financial commitments and source of funding. This should include the founding program director's instructional load, founding program director's stipend appointment, founding program director's stipend contributions from each unit (see Appendix B for sample program director agreement), GA allocations, operational costs, travel costs, indirect costs if grants secured, faculty hires, space, administrative support, student counts and reporting, and NWCCU program application costs, etc.
4. Draft MOUs: Graduate College and participating deans draft any MOUs for founding program director's course release, stipend, or other agreements between units (financial commitments, space, the student counts and reporting, administrative support, etc.) necessary to run the program (see Appendices C-D for sample MOUs).
5. Dean(s) + Graduate College Dean Signs MOUs: Participating deans sign first, then the graduate dean signs off on MOUs last. An IGP expenditure account will be set up in the Graduate College with the program director having signature authority unless otherwise determined.
6. Graduate College Dean Generates Letter of Support: The graduate dean writes a letter of support for the new IGP to launch the official pre-proposal and proposal process. The graduate dean makes a formal request for the program to be included in the Academic Master Plan to the SVPAA office.

### **Pre-Proposal Stage: ([unlv.edu/provost/vpap/actions](http://unlv.edu/provost/vpap/actions))**

Before beginning work on any IGP, please arrange a meeting with the dean and/or associate dean of the Graduate College to discuss the idea and preliminary steps.

Step 1: IGP Working Group Drafts Program Details

Step 2: Submit Pre-Proposal to Graduate College

Step 3: Submit Pre-Proposal to SVPAA

Step 4: Pre-Proposal Meeting with Graduate College and VPAP Team

Step 5: Approval for Full Proposal

1. IGP Working Group Drafts Program Details: The lead faculty member (or lead members) chair(s) a founding working group to draft the details of the pre-proposal for the program. Meeting minutes must be sent to Heather Nepa and the associate dean of the Graduate College.
2. Submit Pre-Proposal to Graduate College: The working group submits a pre-proposal to the dean and/or associate dean of the Graduate College. After receiving feedback, they will make

any requested changes and/or address any questions.

3. Submit Pre-Proposal to VPAP: The working group will submit a pre-proposal to SVPAA and Lindsay Couzens via email and copy the dean and/or associate dean of the Graduate College.
4. Pre-Proposal Meeting with Graduate College and SVPAA Team: Primary proposer and/or members of the working group meet with the dean and/or associate dean of the Graduate College and the SVPAA team. Make any requested changes and/or address any questions.
5. Approval for Full Proposal: VPAP approval to generate a full proposal takes approximately one semester, although this is variable and the process may take longer depending on the circumstances of the proposal.

### **Full Proposal Stage: (<https://www.unlv.edu/provost/svpaa/actions>)**

Step 1: Draft Full Proposal

Step 2: Draft Bylaws

Step 3: Submit Full Proposal to Graduate College

Step 4: Submit Full Proposal to SVPAA

Step 5: Submit to Curriculog

Step 6: Seek NSHE Approval

Step 7: Provost Alert

1. After pre-proposal approval, the lead faculty member(s) and working founding group draft the full new program proposal (major proposal). The lead faculty member sends drafts and final copy to the SVPAA Office and the Graduate College dean/associate dean.
2. The lead faculty member and working founding group draft bylaws. Outline guidelines for unit credit (e.g, graduation numbers, enrollment, indirects, etc.). Send drafts and final copy to the Graduate College dean/associate dean.
  - Bylaws to specify composition of executive committee
  - Executive committee establishment of criteria, processes and procedures, per bylaws.
  - Classification of Instructional Program (CIP) codes are assigned to each graduate program and used in multiple ways that impact funding, federal reporting, and NSHE formula funding. It is important to consider each of the following when proposing a CIP code for new IGPs. CIPs are also used to guide the assignment of graduate assistantship stipends.
    - STEM-designated CIP codes allow international students in programs with those codes to be eligible for extended Optional Practical Training post-graduation.
    - NSHE formula funding calculations assign different weights to CIP codes from different clusters (e.g. science cluster CIP codes carry a weight of 8.8 for doctoral-level courses, while education cluster CIP codes carry a weight of 5.5

for doctoral-level courses).

- **Carnegie classifications** assign different weights to CIP codes from different categories as part of R1 ranking calculations (e.g. STEM CIP codes carry a weight of 3, while humanities CIP codes carry a weight of 1).
  - If there are differential fees being proposed, please contact the Graduate College dean/associate dean for approval to proceed.
3. The lead faculty member (with executive committee input) completes the major proposal and submits it to the Graduate College dean/associate dean for approval to proceed.
    - Following review, the lead faculty member addresses any questions or concerns.
  4. The lead faculty member (with executive committee input) completes the major proposal and submits it to SVPAA for approval to proceed.
    - Following review, the lead faculty member addresses any questions or concerns.
  5. Once approved by VPAP, the lead faculty member submits the proposal to Curriculog for review. The flow in Curriculog includes:

Originator

SVPAA step

Graduate College Technical Review

Lead faculty member at the Graduate Coordinator Step

Lead faculty member (on behalf of executive committee) at the Department Chair Step

    - Director seeks input from all program faculty
    - Requires founding faculty vote of support
    - Assures all participating departments are in support

Graduate College associate dean (on behalf of participating deans) at the College Curriculum Committee Step (Graduate College associate dean routes proposal to participating associate deans for approval and enters vote in Curriculog)

Graduate College associate dean (on behalf of Graduate College) at the College Dean's Step

Graduate College Programs Committee (University Level Step). Faculty review process is complete at the Graduate College Programs Committee Step in Curriculog.
  6. Final review is at the VPAP and Provost's level, then to the NSHE approval process.
  7. Once approved by NSHE, the provost's office issues a Provost Alert regarding the new program.

## **IGP IMPLEMENTATION PROCEDURES AFTER NSHE APPROVAL FOR NEW PROGRAMS**

- Graduate College and multiple other campus units do their work to build and set up the new

program in UNLV systems. IGPs are “housed” (in systems structures) in the Graduate College.

- Founding director meets with the Graduate College new program onboarding team comprised of the:
  - UNLV Grad Recruitment & Admissions team for recruitment plans (long-term and short-term) and admissions and application requirements; director of communications & marketing to develop Graduate College IGP website content;
  - Curriculum Coordinator and Graduate College associate dean to create Degrees Directory career guides, program handbook, plan of study part II forms;
  - Retention, Progression, & Completion coordinator assigned to the IGP to go over student form and graduation requirements; and
  - A Graduate Financial Services team member assigned to the IGP to go over graduate assistantship appointment information and requirements.
  - Grad Systems team to review the program build and system needs of the program.
- A generic program director email is established with OIT -- the director will work with the associate dean of the Graduate college to generate a new generic email associated with the new degree program. The director will submit this request on approval of the email name by the associate dean of the Graduate College to OIT. When there are changes to the program director, the new program director must email [ithelp@unlv.edu](mailto:ithelp@unlv.edu) to request the transfer of ownership of the generic email account from the former program director.
- Program director identifies and emails the host unit’s administrative assistant’s (AA) contact information to [GradAssociateDean@unlv.edu](mailto:GradAssociateDean@unlv.edu) for the program.
- If there are IGP courses for the program housed in the Graduate College, the program director identifies the AA support and sends the information to the registrar for scheduling purposes and copies [GradAssociateDean@unlv.edu](mailto:GradAssociateDean@unlv.edu). If there is a new/change in program director, the new director identifies a new AA and notifies changes to the registrar and copies [GradAssociateDean@unlv.edu](mailto:GradAssociateDean@unlv.edu).
- IGP College Meeting: All IGP program faculty meet typically with the Graduate College typically once per year at a minimum. IDP Directors meet with the Graduate College at least once per semester.
- All IGP directors present an annual report to the Graduate College Executive Committee.
  - Report to include student achievements (publications, etc.); GAs awarded; number of students mentored, admitted, enrolled, and graduated; degrees conferred; etc.
  - Faculty achievements (funding, professional accomplishments, number of faculty affiliated, etc.)
  - Executive summary -- overall program status (growth rate, time to degree, and funding proposed and secured)

## **Curricular Approval Process for Established Programs**

### **Program Changes**

For any program changes for established programs, the procedure to be followed is as outlined here:

[unlv.edu/graduatecollege/curriculum](http://unlv.edu/graduatecollege/curriculum)

The approval flow in Curriculog is as follows:

After launching your proposal in Curriculog, follow your proposal and respond to constructive feedback. In Curriculog, the sequential levels of review and approval are as follows:

1. Originator
2. Technical Review (provided by the Graduate College to expedite the process by helping to avoid questions and changes coming up for the first time later)
3. IGP Director (coordinator/department level) [The program director enters decision on behalf of the IGP executive committee using their generic account. This step also signals that faculty from each participating unit are in support of the proposal] e.g., [XXX.gradcoord@unlv.edu](mailto:XXX.gradcoord@unlv.edu)
4. IGP Director (department chair level) [The IGP director enters decision on behalf of all participating IGP faculty using his/her generic account]
5. School/College Committee (The Graduate College associate dean enters participating deans' vote on behalf of participating deans. Each associate dean may be able to enter their vote directly in Curriculog.)
6. Graduate College Associate Dean (The Graduate College associate dean enters decision on behalf of the Graduate College dean.)
7. Graduate Programs Committee (university level) [The Graduate College program chair enters decision.]
8. Graduate College Dean [The Graduate College dean/associate dean enters decision.]

### **Course Create or Changes**

For any course create or course changes for established programs, the procedure to be followed is as outlined here: [unlv.edu/graduatecollege/curriculum](http://unlv.edu/graduatecollege/curriculum). Please refer to the "Program Changes" section above for the sequential levels of review and approval in Curriculog.

### **Deactivation of Interdisciplinary Graduate Programs**

Refer to the Senior Vice [Provost's Academic Program Actions & Processes](#) website for information on the deactivation process for a graduate program. Please see [unlv.edu/graduatecollege/curriculum](http://unlv.edu/graduatecollege/curriculum). Please use the Graduate Program Deactivate or Graduate Program Elimination form in Curriculog.

## **GRADUATE STUDENTS: ADMISSIONS, EVALUATIONS, AND MONITORING ADMISSIONS POLICIES**

### **Student Recruitment and Admissions**

Part of establishing and maintaining a thriving IGP is having a strategic recruitment plan and tactics to achieve recruitment, application, admission, and enrollment goals. The program director and/or graduate coordinator should meet with the UNLV Director of Graduate Admissions ([grad.recruitment@unlv.edu](mailto:grad.recruitment@unlv.edu)) to establish and execute a recruitment plan.

Each IGP must also have a committee that includes participating IGP graduate faculty whose function will be to review applicants and recommend students for admission to the IGP using established best practices for graduate admissions. The charge of these committees will be to maintain the highest standards of academic quality and adherence to the Graduate College and UNLV's [admission policies](#) and to submit recommendations in a timely manner in the Grad Rebel Gateway.

IGPs should provide an orientation or onboarding experience for new students that focuses specifically on the program (this is in addition to the Graduate College New Student Orientation and Graduate Assistant Orientation and should never fall on the same date as the Graduate College New Student Orientation). Orientations should be held each semester that the IGP admits new students.

## **Mandatory Annual Individual Development Plans**

To ensure timely progression through the graduate program, students shall undergo annual progress reviews. These reviews should be consistent with department needs and Graduate College requirements. Each winter break and early spring term, graduate students are required to complete a Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and faculty advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students.

Student progression follows the guidelines found in the [Graduate Catalog](#).

## **Resources**

[Sample IGP Proposals](#)

[Sample Agendas for Required Meetings Before Program Approval by NSHE](#)

[Sample Letters of Support from Deans](#)

[Sample Program Director Agreement](#)

[Sample Budget](#)

[Sample MOUs](#) and [here](#)

[Suggested Website Content](#)

[Suggested Checklist Following Provost's Alert of a New Program](#)