

UNLV

UNDERGRADUATE INTERDISCIPLINARY PROGRAMS (UIDPs) HANDBOOK

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Definition Of Undergraduate Interdisciplinary Programs

Interdisciplinary Programs (IDPs) are a new and increasingly important part of education at the University of Nevada, Las Vegas (UNLV) and a thriving part of undergraduate and graduate communities in most Top Tier institutions of higher education across the nation. They are also consistent with federal agency funding priorities to support and help to develop and strengthen [multidisciplinary, interdisciplinary, and transdisciplinary research teams](#).

Undergraduate Interdisciplinary Programs (UIDPs) are undergraduate programs that cross schools and/or colleges with participating faculty from multiple disciplines.

- At UNLV, UIDPs that cross colleges or schools will be structured as per the guidelines below, Interdisciplinary degrees, certificates, or minors that cross departments within a single school or college are encouraged to use this model, but are not required to do so.
 - An interdisciplinary degree program, minor, or certificate with 30% or more of its curriculum (excluding general education) from one or more other colleges/schools is considered a UIDP and is required to follow the procedures outlined in this document.
 - An interdisciplinary degree program, minor, or certificate with between 20% and 30% of its curriculum (excluding general education) from one or more other colleges/schools may be considered a UIDP and is required to meet with Associate Vice Provost for Undergraduate Education and High Impact Practices (AVPUEHIP) or designee, to determine if it should be required to follow the procedures outlined in this document.
 - An interdisciplinary degree program with less than 20% of its curriculum (excluding general education) from one or more other colleges/schools can be considered a UIDP. It may follow the procedures outlined in this document, but is not required to do so.
- There are two structures for UIDPs. The first and recommended structure is a “Collaboratively Managed Model” and these UIDPs are housed in the Office of Undergraduate Education for organizational purposes only. The second model of UIDP is housed in a single academic unit who is the lead department and manages the UIDP; this is the “Lead Department UIDP Model”.
 - UIDPs operating in the Collaboratively Managed Model shall follow the procedures outlined in this document and may allow students to fulfill up to two degree-relevant General Education Distribution content areas or up to 18 total credits in any degree-relevant General Education Distribution content area.
 - UIDPs that follow the Lead Department Model may opt out of the processes described

in these guidelines and instead be structurally housed in a single academic college or school within a department as the UIDP sponsor. All participating colleges shall execute a Memorandum of Understanding specifying the roles and obligations of each, including: the establishment of a Program Director, an Executive Committee that includes a representative from the office of the AVPUEHIP or Senior Vice Provost for Academic Affairs (SVPAA), a roster of Program Faculty, agreements regarding administrative support, management of differential fees, operating costs, and all other relevant UIDP responsibilities. Further, UIDPs organized using the Lead Department Model may opt-out of the procedures outlined in this document, however these UIDPs only fulfill one General Education Distribution content area, specifically, the one that aligns with the Lead Department.

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

- UIDPs manage and deliver outstanding undergraduate programs that transcend any one disciplinary approach or perspective.
- UIDPs offer undergraduate programs such as majors, minors, and certificate programs.
- UIDPs structurally reside in UNLV Academic Affairs (SVPAA) .
- UIDP Faculty remain in their home units, departments, or university offices, but manage the UIDP.
- Each UIDP has its own affiliated faculty, program director, and an executive committee who collectively manage the program.
- Each UIDP program is governed by a committee of faculty from participating colleges (the executive committee) with oversight from deans of each school or college, led by the AVPUEHIP (governing board).
- Faculty join the UIDP to manage and deliver an interdisciplinary or transdisciplinary degree, teach courses, and mentor undergraduate students within that program.
- UIDPs are not academic departments and do not have tenure-track positions, though they may be affiliated with Centers or Institutes, but not housed within them.

Program Structure And Administrative Functions

Overview

- UIDPs are structurally housed in (i.e. assigned to in MyUNLV, UNLV Analytics, etc.) and affiliated with the Office of the AVPUEHIP, but their physical space (faculty offices, conference rooms, and student offices) will typically be in participating faculty departments/schools.

- Administrative support and functions are provided by the participating academic departments/schools or by the UIDP's host unit.
 - Eventually, UNLV should support an IDP office run by a faculty member or assistant/associate dean and a business manager/administrative assistant. Together, they will coordinate the creation and administration of IDPs and provide support to these programs.
- Each UIDP must have a governing board responsible for oversight of the UIDP, chaired by AVPUEHIP (or designee), deans from participating colleges, and a program director..
- The program director manages the UIDP, and their responsibilities are outlined in the UIDP bylaws, including term length and selection procedures.
 - UIDP program directors manage the program and serve as the undergraduate coordinator. However, UIDPs with more than 25 students may consider designating an undergraduate coordinator to support the program director and be the direct contact and program representative for students. Such an undergraduate coordinator would be selected per the UIDP bylaws.
 - UIDP program directors should receive a suitable course reduction (defined by program bylaws and approved by the governing board) and are typically appointed for a three-year term, in the model of chairs.
- UIDPs must follow all undergraduate program policies and procedures (see [Undergraduate Catalog](#)) and maintain high-quality standards, including program metrics and annual assessments.
- The UIDP must promote and maintain high levels of quality and excellence, as demonstrated by established program metrics and annual reports on assessment of student learning outcomes.
- The UIDP will provide a multi-year class schedule and course offerings in a timely manner to meet the degree requirements established for the program and is expected to work with the UIDP's advising center to resolve students' graduation delays due to deviations from the multi-year class schedule
- The UIDP will have a strategic plan that addresses Retention, Progression, and Completion (RPC) goals, strategies, and program outcomes, as well as assessment and program metrics.
- The UIDP must undergo [standard program review](#) processes.
- All participating faculty members must hold status at a level commensurate with their UIDP responsibilities.
- Graduation counts for a UIDP will be decided upon in advance and formalized in the UIDP

MOU.

- Advising duties for a UIDP will be decided upon in advance and formalized in the UIDP MOU. Participating Deans will recommend which college's advising center should assume the primary advising duties, but advisors from all participating UIDP colleges should collaborate to facilitate the best possible advising experience for students. The AVPUEHIP will make the final decision on where students are advised, based on curricular alignment, staffing, and available resources.
- As programs mature (within five years) and/or reach a critical number of students, UIDPs should consider establishing a community advisory board.
 - A community advisory board is a collective of community members (the general public) and representatives from community organizations that meet regularly with representatives of the UIDP to provide community input, perspective, and assistance to the UIDP.

Considerations When Developing an UIDP

The following are shared responsibilities that will need to be discussed and negotiated between departments, colleges, and UIDPs:

- Considering whether the program should be an undergraduate major, minor, certificate program, or microcredential
- Considering the strength, efficacy, recency, relevance, and structure of the curriculum
- New faculty hires or additional existing faculty, who might participate in the program
- Participating in and increasing fundraising opportunities
- Considering resource allocation, including administrative costs, teaching, student advising responsibilities, and research assistantships
- Tenure and promotion processes that reflect faculty participation in UIDPs

UIDP Structure

Governing Board

The governing board consists of the deans of the participating schools/colleges and the AVPUEHIP (or designee).

Host Unit

The host unit shall be one of the participating departments, schools, colleges, or a

well-established and thriving center/institute that has sufficient resources and is designated to provide AA support for the UIDP for a finite term as outlined by the UIDP bylaws. The host unit is generally the home department or school of the UIDP program director.

- The host unit must be one of the participating academic departments with one or more faculty members participating in the UIDP.
- 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 AVPUHIP (or designee) voting if there is a tie.
- The program director must be a faculty member from a participating academic department. Typically, a program director's department/unit will serve as the UIDP's host unit and will provide administrative assistant support to the UIDP.
- The host unit and program director may, but are not required to rotate when the program director's term ends.

Program Director

The program director will be appointed based on the criteria established in the individual UIDP bylaws. A program director generally serves a three-year term, with a term limit in accordance with UIDP program bylaws. It is expected that directors perform their roles and responsibilities over a 12-month period annually. If applicable, the undergraduate coordinator will also be appointed based on the criteria established in the individual UIDP bylaws. An undergraduate coordinator generally serves a three-year term, with a term limit in accordance with UIDP program bylaws.

The program director shall:

- Be responsible for the daily supervision and management of the program, including overseeing the academic program budget, devising the class schedule, overseeing the administration of UNLV course evaluations for the UIDP, GA oversight and coordination, and coordinating with participating academic units, overseeing applications of faculty to the program, conveying information to the program, and facilitating changes approved by the program. They will also be responsible for convening and conducting meetings of the executive committee.
- Generally, serve as the undergraduate 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 undergraduate coordinator. UIDPs also are required to have an executive committee which helps the program director manage the program.
- Serve as the lead representative of the UIDP to the governing board and the university administration.

- Manage administrative matters according to university regulations.
- Oversee the budget with collaboration from the Office of the SVPAA.
 - Ensure the transfer of operating funds be completed prior to the beginning of each academic year.
- Manage and oversee curriculum including program/course changes and proposals.
- 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 UIDP faculty and their respective roles on undergraduate advisory committees as well as any significant curricular changes. It shall also include the list of any grants secured by the UIDP faculty that involve or directly benefit undergraduate students. The report shall also summarize the strengths and weaknesses as well as needs of the program and specify annual future goals for RPC and improving the quality of the program aligned to Top Tier and Carnegie R1 status goals.
- Prior to the end of each fall semester, submit a mid-year 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 AVPUEHIP.
- Oversee all reporting requirements including, but not limited to, assessment reports, program reports, RPC plans, and annual reviews of faculty.
- Coordinate the day-to-day recruitment, recruitment and enrollment of undergraduate students, sign forms, handle appeals, etc.
- Create and maintain program handbooks, websites, etc.
- Maintain broad oversight with management and coordination of GAs in the program.
- Update and maintain an accurate list of participating UIDP faculty and their roles in UIDP committees/activities. The participating undergraduate faculty list, with their areas of specialization, must be included on an UIDP webpage managed through Web Services.
- Lead and update any memorandums of understanding (MOUs) necessary to govern the program with community partners, internships (with Education Affiliation Agreements), for recruitment pipelines, etc.
- Fulfill any other duties outlined in the program bylaws and fulfill or delegate all undergraduate coordinator requirements for the successful management of the undergraduate program.

Executive Committee

Each UIDP 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 faculty member from each of the participating units to launch the program. This initial executive committee shall be not more than 10 members in total and shall (a) establish the UIDP bylaws, including future executive committee membership and (b) launch the program by carrying out all the curricular activities and processes for Nevada System of Higher Education (NSHE) and UNLV approval.

Membership of the permanent executive committee once the program is established: Permanent executive committee members must be faculty of the departments participating in the UIDP. UIDP executive committees must include faculty from each participating home departments/schools. The committee must consist of at least one undergraduate 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 UIDP 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.

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 UIDP faculty roster.
- Nominate new members to serve on the executive committee, and encourage nominations from other UIDP faculty to ensure continuity of leadership.
- Develop, implement, and maintain appropriate policies and procedures regarding recruitment, admissions, curriculum, student supervision, GA supervision, timely student progression, faculty mentorship, completion of rigorous degree requirements, and successful placement of undergraduates as they launch their careers.
- Collaborate with the Office of the AVPUH and the 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 review of current UIDP faculty members to ensure active faculty participation in the program.
- Establish and ensure a robust mechanism to provide annual evaluation input and metrics to UIDP faculty's home departments to ensure credit for their UIDP participation.
- Advise and support the program director as established in the bylaws.

- Plan for future developments in the undergraduate 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 or discipline-specific 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

Program faculty serve as instructors in the UIDP and as mentors to students in the UIDP.

- Faculty members are proposed for appointment to the UIDP program director by the executive committee, based on established criteria in program bylaws (including evidence of research and scholarly productivity such as current publications in peer-reviewed journals and academic presses, a strong record of undergraduate mentoring, specific subject matter expertise, etc.).
 - Any UNLV faculty member is eligible to be proposed for appointment to a UIDP's faculty. This includes faculty in residence, lecturers, tenure track faculty, and tenured faculty.
- 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 UIDP.
- Promotion and/or tenure will remain in the home department; however, UIDP program evaluations shall contribute to promotion and/or tenure. It is recommended that promotion and/or tenure reviews include evaluations by the program director of the relevant UIDP. Additionally, program directors will submit an evaluation of a faculty member's contribution to the UIDP to the faculty member's home department chair for the purposes of annual performance review.
- UIDPs do not house faculty lines. Faculty lines will be from contributing departments.

Program Website (See Suggested Website content in the [Resources Section](#))

To support strong recruitment efforts and to ensure transparency and good communication, each UIDP is required to work with UNLV's Division of Integrated Marketing and Branding's Web Services division to design a program website. The website must include information about the participating faculty members, general information about the UIDP program, degree requirements, sample syllabi, and, where possible, alumni information and/or career pathways. Please include links to the following

websites: the Undergraduate Catalog, the Vice Provost's Academic Program Actions & Processes page, and the Provost's General Education page.

Program Bylaws (See Example of Draft Bylaws in the [Resources Section](#))

To facilitate the administration of UIDPs, 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 UIDP 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 UIDP.
- Definition of any standing, ad hoc, or user's committees
- Faculty meetings, including voting membership, quorum, presiding officer, agenda, minutes, and Class A actions
- Undergraduate student recruitment, admissions, curriculum, student supervision, and completion of degree program requirements

Finances

For more information on building an UIDP budget please see the sample budget in the [Resources Section](#) below.

Allocation of funds to UIDP programs is determined by each respective UIDP governing board in collaboration with the office of the AVPUH and the office of the SVPAA. The UIDP account for each program is managed by the program director in collaboration with the office of the SVPAA.

UIDPs, like any other undergraduate 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, etc.)
- Instructional costs (part-time instructor salaries and fringe, class offerings, software, lab expenses, etc.)
- Financial support for students (GA funding, scholarships, awards, etc.)

UIDPs may receive an allocation of scholarship awards and graduate assistantships from the executive vice president and provost, the SVPAA, the AVPUEHIP, 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 UIDP may also be the beneficiary of philanthropic donations, and such gifts should be coordinated with the office of the AVPUEHIP, the office of the SVPAA, and appropriate development staff.

Differential Fees

Any differential fee structure must adhere to all UNLV, NSHE, and State of Nevada rules and guidelines governing such fees, their assessment, collection, use, etc. Differential fee requests may only be submitted to the NSHE Board of Regents for programs that are high demand and have higher cost to staff or operate than is typical of an undergraduate program (e.g., disciplines that require special equipment or in which competitive faculty salaries are higher than average). Before an UIDP proposes differential tuition or course fees, they must inform and coordinate with the Office of the AVPUEHIP and UNLV Academic Resources (AR) to ensure effective implementation and a clear fee management plan for the funds. If differential fees are approved for an UIDP, 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 in an equitable manner (dependent upon the nature of the fee) to all participating units by the office of the SVPAA. Some of these fees may also be used by the office of the AVPUEHIP to cover UIDP program costs, if that was stipulated in the fee management plan.
- If the fees are associated with UIDP prefixes owned by the office of the AVPUEHIP, these fees will be collected and dispersed by the office of the SVPAA to cover approved course fees.

Facilities 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 undergraduate or graduate students working with the participating faculty member.

Handling External Grant Funding and Awards

The allocation of indirect costs for grants is negotiable on a per-submission basis. An appropriate agreement must be executed outlining the details of indirect cost distribution prior to submission of the grant and be approved by the Deans of the participating colleges/schools and the AVPUEHIP. 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 UIDP faculty only, and are undergraduate student training grants or specific to the UIDP, would provide indirect cost returns to the office of the SVPAA, and a percentage of these shall be earmarked to support the UIDP.

FTE, WSCH, Graduation Reporting, and Resource Allocation

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 UIDP are handled in one of two ways:

1. students enroll in courses with prefixes owned by the participating academic units and the WSCH accrues in the unit that owns the prefix; or
2. students enroll in courses with the specific UIDP prefix, which may or may not be cross-listed with other academic units, and the WSCH accrues to the UIDP through the office of the AVPUEHIP.

Graduation

UIDP students can only count as graduates of a single participating UIDP college, and cannot be split between colleges. Participating Deans will decide on the college from which UIDP students will count as graduating. If the Deans are unable to agree on the college, UIDP students will count as general "University of Nevada, Las Vegas" graduates.

Resource Allocation

Institutional reports, such as Dynamic Resource Allocation Model (DRAM) reports, that reflect RPC data, WSCH, FTE, and degree completions, at the unit/department level will be created, so that UIDPs

are fairly included in University resource allocation processes.

Designing, Developing, and Proposing New UIPDs

New Undergraduate UIDP Program Development Procedures

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

There are three phases to the development of new UIDPs, prior to program implementation:

- **Phase 1:** inception stage
- **Phase 2:** pre-proposal stage
- **Phase 3:** full proposal stage

Each stage has multiple steps. All steps are described below.

Stage 1: The Inception Stage

This occurs prior to the creation of the pre-proposal and guarantees that all parties involved in the project are represented, aware of their responsibilities, and prepared to proceed to Stage 2: the pre-proposal stage. This is also the stage in which MOUs are created and signed.

- **Step 1:** Faculty Due Diligence
- **Step 2:** Initial Coordinating Meeting
- **Step 3:** Founding Faculty Meeting
 - Note: If faculty have already identified all UIDP participants, steps 1 and 2 may be combined.
- **Step 4:** Office of the AVPUEHIP + Dean(s) Meeting
- **Step 5:** Communicate intent to propose this UIDP to the [Office of Academic Effectiveness](#) for inclusion on the [NSHE Planning Report](#)
- **Step 6:** Dean(s) and AVPUEHIP draft and sign MOUs
- **Step 7:** AVPUEHIP Generates Letter of Support

Step 1: Faculty Due Diligence: Faculty who envision potentially creating or participating in the creation of a UIDP must begin by discussing the concept with their department chair and dean to ensure that there is support in their department and school/college for creating the program.

Step 2: Initial 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 deans, the founding faculty group, the AVPUEHIP, and the SVPAA (or designee). During this meeting, several key issues deserve conversation and consideration. These include: review of UIDP guidelines, review of 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 for full awareness and transparency of program development.

Step 3: Founding Faculty Meeting: The founding faculty group meets and discusses curricular design and the pre-proposal, plans and selects a founding program director to lead UIDP development and to shepherd it through the curricular process, and develops a Google Listserv group for all program participants.

Step 4: AVPUEHIP Representatives + Dean(s) Meeting: Representatives from the office of the AVPUEHIP, and the UNLV Office of Decision Support meet with deans to finalize financial commitments and source(s) 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 are secured, faculty hires, space, administrative support, student counts and reporting, and NWCCU program application costs, etc.

Step 5: Communicate intent to propose this UIDP to the [Office of Academic Effectiveness](#). Programs that are 1) 30 or more credits or 2) lead to professional licensure must be included on the [NSHE Planning Report](#). Minors or certificate programs that do not meet either of those criteria are not included on the NSHE Planning Report. Regardless, the Office of Academic Effectiveness should be notified about the creation of any UIDP.

Step 6: Draft and sign MOUs: Office of the AVPUEHIP and participating deans draft an MOU stipulating all key points, including but not limited to:

- program director's course release,
- program director's stipend
- advising commitments; participating Deans will make a recommendation on which college's advising center should take on the UIDP's advising duties, but the AVPUEHIP reserves the right to make the final decision on where UIDP students are advised, based on curricular

alignment, staffing, and available resources.

- if there is interest in seeking accreditation for the UIDP. If accreditation interest exists, the MOU must specify the division of and responsibility for all components of accreditation, including:
 - managing the accreditation process
 - covering accreditation-related costs
 - writing the self-study
 - and any other issue, cost, and/or responsibility related to accreditation.
- financial commitments
- space
- the student/graduation counts and reporting
- administrative support necessary to run the program. See sample UIDP MOUs in the [Resources Section](#).

Finally, Dean(s) + AVPUEHIP + SVPAA Sign MOUs: Participating deans sign first, the AVPUEHIP signs second, and the SVPAA is the final signatory. An UIDP expenditure account will be set up in the office of the SVPAA with the program director having signature authority, unless otherwise specified in the MOU.

Step 7: AVPUEHIP Generates Letter of Support: The AVPUEHIP writes a letter of support for the new UIDP to launch the official pre-proposal and proposal process. The AVPUEHIP makes a formal request for the program to be included in the Academic Master Plan to the SVPAA's office.

Stage 2: Pre-Proposal Stage

Before beginning work on a UIDP pre-proposal, please confirm that you have completed all six steps in "Stage 1 – Inception." You may also want to arrange a meeting with the AVPUEHIP or designee to discuss pre-proposal steps. Following that meeting you may commence with the pre-proposal process.

- **Step 1:** UIDP Working Group Drafts Program Details
- **Step 2:** Pre-Proposal Meeting with AVPUEHIP Team
- **Step 3:** Submit Pre-Proposal to the office of the AVPUEHIP
- **Step 4:** Submit Pre-Proposal to SVPAA
- **Step 5:** Approval for Full Proposal

Step 1: UIDP Working Group Drafts Program Details: The program director chairs a founding working group to draft the details of the pre-proposal for the program. The pre-proposal form is located on the [Provost's Academic Program Actions & Processes website](#) and is labeled "New Program, Degree, Major Pre-proposal." Meeting minutes must be sent to the AVPUEHIP.

- Developing official learning outcomes for an UIDP is a critical part of the pre-proposal process. UIDP learning outcomes should:
 - reflect the interdisciplinary nature of the program,
 - include learning outcomes that are relevant to each college involved in the UIDP,
 - and follow [UNLV's recommended best practices for writing high quality learning outcomes](#).

Step 2: Pre-Proposal Meeting with AVPUEHIP Team and Office of Academic Effectiveness: Primary proposer and members of the working group meet with AVPUEHIP team and Office of Academic Effectiveness to discuss rough draft of pre-proposal and receive feedback.

Step 3: Submit updated draft of Pre-Proposal to the office of the AVPUEHIP and Office of Academic Effectiveness. The working group submits a pre-proposal to the AVPUEHIP and Office of Academic Effectiveness. If they receive additional feedback, they will make any requested changes and/or address any questions. If they do not receive additional feedback they proceed to Step 4.

Step 4: Submit Pre-Proposal to SVPAA: The working group will submit a pre-proposal to SVPAA via email and will copy the AVPUEHIP.

Step 5: Approval for Full Proposal: The total time from the time the first draft proposal is submitted to the AVPUEHIP to the SVPAA's final approval of the full proposal may be approximately one semester, although this is variable and the process may take longer depending on the circumstances of the specific UIDP proposal.

Stage 3: Full Proposal Stage

- Step 1: Draft Full Proposal
- Step 2: Draft Bylaws
- Step 3: Submit Full Proposal to AVPUEHIP/SVPAA
- Step 4: Submit to Curriculog
- Step 5: Seek NSHE Approval
- Step 6: Provost Alert

Step 1: First Draft of Full Proposal: After pre-proposal approval, the lead faculty member(s) and working founding group draft the full new program proposal (major proposal). The full/final proposal form is located on the [Provost's Academic Program Actions & Processes website](#) and is labeled "New Program, Degree, Major Proposal." The lead faculty member sends drafts and final copy to the AVPUEHIP, the Office of Academic Effectiveness, receives feedback, and makes relevant changes and/or answers questions.

Step 2: Draft Bylaws: The lead faculty member and working founding group draft bylaws. Outline guidelines for unit credit (e.g, graduation numbers, enrollment, etc.). Send drafts and final copy to the AVPUEHIP and SVPAA.

- 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 undergraduate 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 UIDPs.
 - NSHE formula funding calculations assign different weights to CIP codes from different clusters (e.g. science cluster CIP codes carry a weight of 2.0 for lower division undergraduate courses and a weight of 3.3 for upper division undergraduate courses, while the education cluster CIP codes carry a weight of 1.5 for lower division undergraduate courses and a weight of 2.2 for upper division undergraduate courses).
- If there are differential fees being proposed, please contact the Office of the AVPUEHIP for approval to proceed, and ensure that you are abiding by the guidelines for differential fees laid out earlier in this document.
- See example bylaws in the [Resources Section](#).

Step 3: Submit Final Full Proposal to AVPUEHIP/SVPAA: The lead faculty member (with executive committee input) completes the full proposal and submits it to the AVPUEHIP for approval to proceed. AVPUEHIP will collaborate with the Office of Academic Effectiveness and SVPAA to determine if the proposal requires changes or if it will receive final SVPAA approval.

Step 4: Submit to Curriculog: Once approved by SVPAA, the lead faculty member submits the proposal to Curriculog for the typical UNLV curricular proposal process. The workflow in Curriculog will include approval by all relevant department and college curriculum committees, as well as by department chairs, deans, and the AVPUEHIP.

Step 5: Seek NSHE Approval: Final review is at the AVPUEHIP, SVPAA, and Provost's level, then to the

NSHE approval process, if required for the proposed program type.

Step 6: Provost Alert: Once approved by NSHE, the provost's office issues a Provost Alert regarding the new program.

UIDP Implementation Procedures After NSHE Approval For New Programs

- The Office of the **AVPUEHIP** and multiple other campus units do their work to build and set up the new program in UNLV systems. UIDPs are “housed” (in systems structures) in the Office of the **AVPUEHIP**.
- Founding director meets with the AVPUEHIP’s team to determine:
 - o recruitment plans (long-term and short-term)
 - o admissions and application requirements
 - o website content;
 - o content of Degrees Directory, career guides, and program handbook
 - o any additional student requirements
 - o graduate assistantship appointment information and requirements
 - o It is recommended as a best practice that UIDP’s establish a generic program director email address with UNLV OIT (e.g. neuroscience.director@unlv.edu). If a generic program director email address is created, it can and should be transferred whenever there is a change in the program’s directorship.
- Program director identifies and emails the host unit’s administrative assistant’s (AA) contact information to the office of the AVPUEHIP.
- If there are UIDP courses for the program housed in the office of the AVPUEHIP, the program director identifies the AA support and sends the information to the registrar for scheduling purposes and copies the AVPUEHIP. If there is a new/change in program director, the new director identifies a new AA and notifies changes to the registrar and copies AVPUEHIP.
- UIDP College Meeting: All UIDP program faculty meet with the AVPUEHIP (or designee) once per semester (minimum).
- All UIDP directors present an annual report to the Office of the AVPUEHIP.
- Report to include student achievements (publications, etc.); any GAs awarded; number of

students mentored, admitted, enrolled, and graduated; degrees conferred; etc.

- o Faculty achievements (funding, professional accomplishments, number of faculty affiliated, etc.)
- o Executive summary -- overall program status (growth rate, four- and six-year graduation rates, and funding proposed and secured)
- Following the successful launch of a new UIDP, it may be necessary to revisit the program structure and/or MOU, based on possible addition of new faculty or other new developments that may directly affect the program.

Curricular Processes And Recommendations

Course Creation

It is strongly recommended that required courses in an UIDP and any new courses created by an UIDP are created as a “Departmental Course” working in collaboration with UNLV Online. This course designation will allow any UIDP faculty member to teach a course avoiding scheduling and student progression challenges associated with staffing vacancies, etc.

Program Changes

For any program changes for established programs, the procedure to be followed is as outlined here: unlv.edu/provost/svpaa/actions

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 (program director)
2. Technical Review (provided by the AVPUEHIP to expedite the process and to avoid questions and changes coming up later)
3. UIDP Director (coordinator/department level) [The program director enters the decision on behalf of the UIDP executive committee using his/her generic account. This step also signals that faculty from each participating unit are in support of the proposal] XXX.director@unlv.edu
4. UIDP Director (department chair level) [The UIDP director enters decision on behalf of all participating UIDP faculty using his/her generic account]
5. School/College Committee (The AVPUEHIP (or designee) enters participating deans' votes on behalf of participating deans. Each dean may be able to enter their vote directly in Curriculog.)

Course Create or Course Change Proposals

UIDPs must follow the normal UNLV curriculum process in Curriculog and seek Faculty Senate Curriculum Committee approval for any “course create” or “course change” proposals. Please refer to the “Program Changes” section above for the sequential levels of review and approval in Curriculog

Deactivation of Interdisciplinary Undergraduate Programs

Refer to the [Vice Provost’s Academic Program Actions & Processes website](#) for information on the deactivation process for an undergraduate program. Please use the Undergraduate Program Deactivate or Undergraduate Program Elimination form in Curriculog.

UIDP Admissions, Progression, and Completion

Student Recruitment and Admissions

Part of establishing and maintaining a thriving UIDP is having a strategic recruitment plan and tactics to achieve recruitment, application, admission, and enrollment goals. The program director and/or undergraduate coordinator should meet with the AVPUEHIP’s team and the Office of Undergraduate Admissions to establish and execute a recruitment plan.

UIDPs should provide an onboarding experience for new students that focuses specifically on the program (this is in addition to New Student Orientation). Onboarding events should be held each semester that the UIDP admits new students.

UIDP Progression and Completion

UIDPs are responsible for students’ timely progression through the UIDP. Program directors and undergraduate coordinators should ensure that classes are scheduled in a manner that maximizes student progression and ensures timely completion of the degree program. If a required course will not be offered during a semester in which it was planned, and students’ ability to complete the program on time will be affected, the program director must notify the AVPUEHIP and consider course substitutions for the affected students, as appropriate.

UIDP Definitions

Executive Committee (initial): This is the initial executive committee that establishes the UIDP. Members are approved by the governing board and consist of at least one undergraduate faculty member from each participating unit.

Executive Committee (permanent): The permanent executive committee is established after the UIDP exists, and it assists in the program's governance. It supports and advises the program director and establishes bylaws and policies that support the mission of the UIDP. Members must be undergraduate faculty from at least one of each of the departments/schools participating in the UIDP.

Governing Board: The board responsible for oversight of the UIDP, which is chaired by AVPUH (or designee) and includes the deans of all participating program colleges, and the program director

Host Unit: One of the participating academic departments with one or more faculty members participating in the UIDP. This is the home department or school of the UIDP program director.

UIDP: Interdisciplinary undergraduate programs that cross schools and/or colleges with participating faculty from multiple disciplines.

Instructional Faculty: Tangential participants in the UIDP who may teach UIDP classes that are taught under a department (not the UIDP) prefix.

Program Director: An UIDP program director administers the UIDP, as a chair/director would administer a department/unit.

Program Faculty: Program faculty members are proposed for appointment to the UIDP program director by the executive committee. They teach courses and serve as mentors to students in the UIDP, but they maintain their primary appointment in their home department. Only program faculty can teach UIDP courses that are taught under the UIDP prefix.

Proposal stages: There are three stages in the UIDP proposal process. Each of these stages must be completed sequentially in order to complete the UIDP process with full approval: phase 1–inception stage, phase 2–pre-proposal stage, and phase 3–full proposal stage. Each of these three stages has multiple steps.

Undergraduate Coordinator: UIDP program directors initially serve as the program's undergraduate coordinator. UIDPs with more than 25 students may consider designating an undergraduate coordinator to support the program director and be the direct contact and program advisor for students.

UIPD Resources

[Sample IDP Proposals](#)

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

[Sample Letter of Support from a Dean](#)

[Sample Program Director Agreement](#)

[Sample IDP Budget](#)

[Sample MOU \(undergraduate\)](#)

[Suggested Website Content](#)