



**INTERDISCIPLINARY**

**GRADUATE**

**PROGRAMS**

**UNLV** | GRADUATE  
COLLEGE

# UNLV INTERDISCIPLINARY GRADUATE PROGRAMS HANDBOOK

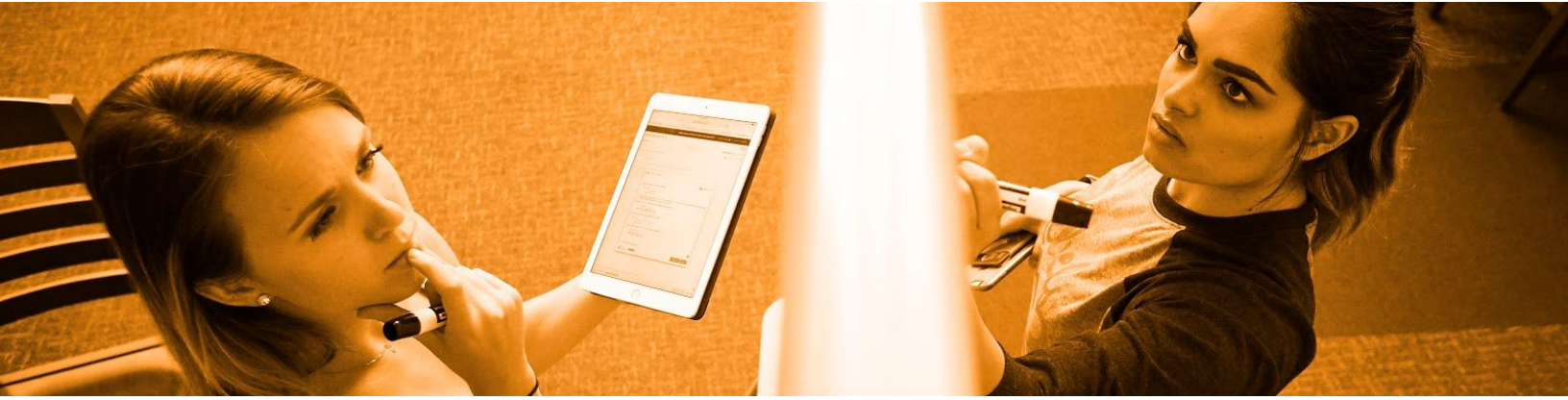
February 2021

## TABLE OF CONTENTS

DEFINITION OF INTERDISCIPLINARY GRADUATE PROGRAMS	3
PROGRAM STRUCTURE AND ADMINISTRATIVE FUNCTIONS	4
Overview	4
Considerations When Developing an IDGP	5
IDGP Structure	5
Governing Board	5
Host Unit	5
Program Director	6
Executive Committee	7
Program Faculty Membership	8
Program Faculty	9
Instructional Faculty From Participating Departments	9
Program Website	9
Program Bylaws (See Example of Draft Bylaws in the Resources Section)	9
Finances	10
Building an IDGP Budget (See Sample Budget in the Resources Section)	10
Differential Fees	11
Facility and Space	11
Handling External Grant Funding and Awards	11
FTE & WSCH Reporting	11
DESIGNING, DEVELOPING, AND PROPOSING NEW IDGPs	12
New Graduate IDGP Program Development Procedures	12
Prior to Proposal Development (Before Pre-Proposal)	12
Pre-Proposal Stage: ( <a href="http://unlv.edu/provost/vpap/actions">unlv.edu/provost/vpap/actions</a> )	13
Full Proposal Stage: ( <a href="http://unlv.edu/provost/vpap/actions">unlv.edu/provost/vpap/actions</a> )	14
IDGP IMPLEMENTATION PROCEDURES AFTER NSHE APPROVAL FOR NEW PROGRAMS	16

Curricular Approval Process for Established Programs	17
Program Changes	17
Course Create or Changes	17
Deactivation of Interdisciplinary Graduate Programs	18
GRADUATE STUDENTS: ADMISSIONS, EVALUATIONS, AND MONITORING ADMISSIONS POLICIES	19
Student Recruitment and Admissions	19
Mandatory Annual Individual Development Plans	19
Resources	20





## DEFINITION OF INTERDISCIPLINARY GRADUATE PROGRAMS

Interdisciplinary graduate programs (IDGP) 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.

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

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

- IDGPs create, manage, and deliver outstanding graduate programs that transcend any one disciplinary approach or perspective.
- IDGPs structurally reside 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, led by the Graduate College dean.
- Each IDGP has its own affiliated graduate faculty, a program director, and an executive committee who together manage the graduate program.
- Graduate faculty join the IDGP 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 IDGPs.
- IDGP faculty members are drawn from existing units/departments where their faculty line is housed. They must hold GFS within the respective IDGPs.
- IDGPs may be affiliated with centers or institutes, but this is not required.
- IDGPs are not academic departments.





## PROGRAM STRUCTURE AND ADMINISTRATIVE FUNCTIONS

### Overview

- IDGPs are structurally housed in (i.e. built in MyUNLV, etc.) and affiliated with the Graduate College, 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 IDGP's host unit. Eventually, the Graduate College should host an IDGP 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 IDGPs and provide support to these programs.
- Each IDGP 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 IDGP.
- Each IDGP must have a program director, and their bylaws must indicate the term, the responsibilities, and the process and procedures for selecting a program director.
- IDGP program directors manage the program and serve as the graduate coordinator.
- IDGPs 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 IDGP faculty.
- IDGP program directors should receive a suitable course reduction (defined by program bylaws and approved by the governing board) and typically be appointed for 12 months in the model of chairs.
- IDGPs must follow all of the policies and procedures expected of other graduate programs (see [Graduate Catalog](#)).
  - The IDGP will provide a multi-year class schedule and course offerings in a timely manner to meet the degree requirements established for the program.
  - The IDGP 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 IDGP must promote and maintain high levels of quality and excellence, as demonstrated by established program metrics.
- The IDGP must undergo standard program review processes.
- All participating faculty members must hold Graduate Faculty Status (GFS) at a level commensurate with their IDGP responsibilities.
- As programs mature (within five years) and/or reach a critical number of students, IDGPs should consider establishing a community advisory board, particularly for professional master's and doctoral programs.

## Considerations When Developing an IDGP

The following are shared responsibilities that will need to be discussed and negotiated between departments, colleges, and IDGPs 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 IDGP while instructional faculty are affiliated with the IDGP only as an instructor from one of the participating departments. These faculty would be tangential participants in the IDGP, but they would have GFS either (a) only for teaching in the IDGP prefix course or (b) appropriate GFS approval in their home department.
- Participating and advocating for replacement of faculty with IDGP 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 IDGPs

## IDGP 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 IDGP for a finite term as outlined by the IDGP bylaws. It is generally the home department or school of the IDGP program director.

- The host unit must be one of the participating academic departments with one or more faculty members participating in the IDGP.

- 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 IDGP bylaws. A program director generally serves a three-year term, with a term limit in accordance with IDGP program bylaws. If applicable, the graduate coordinator will also be appointed based on the criteria established in the individual IDGP bylaws. It is expected that directors perform their roles and responsibilities over a 12-month period annually. A graduate coordinator generally serves a three-year term, with a term limit in accordance with IDGP 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, IDGP course evaluations, 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 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, IDGPs 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 IDGP to the governing board and the university administration.
- Manage administrative matters according to university regulations.
- Oversee the budget with collaboration from the Graduate College.
- 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. Also, ensure the transfer of operating funds be completed prior to the beginning of each academic year. The annual report shall also include an updated list of IDGP 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 IDGP 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.

- 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 dean of the Graduate College.
- Oversee all reporting requirements including, but not limited to, assessment reports, program reports, R2PC plans, and annual reviews of faculty and students.
- Coordinate the day-to-day recruitment, admissions, and advising of graduate 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.
- Director will submit the annual graduate coordinator report to ensure that the IDGP data is included in campus reporting.
- Update and maintain an accurate list of participating IDGP faculty and their roles in IDGP committees/activities, and be sure that they have appropriate GFS in the IDGP. The participating graduate faculty list, with their areas of specialization, must be included on an IDGP webpage managed through Web Services.
- Lead and update any memorandums of understanding (MOUs) necessary to govern the program with community partners, internships (with Site Licenses), for recruitment pipelines, etc.
- 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 IDGP 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 IDGP 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 IDGP. IDGP 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 IDGP 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 IDGP faculty roster.
- Nominate new members to serve on the executive committee, and encourage nominations from other IDGP 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 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 IDGP faculty members to ensure active faculty participation in the program.
- Establish and ensure a robust mechanism to provide annual evaluation input and metrics to IDGP faculty's home departments to ensure credit for their IDGP 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, 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 IDGP, which include *program faculty* and *instructional faculty*.

## Program Faculty

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

- Faculty members are proposed for appointment to the IDGP 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 IDGP.
- Tenure will remain in the home department; however, IDGP 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 IDGP. Additionally, program directors will submit an evaluation of a faculty member's contribution to the IDGP to the faculty member's home department chair for the purposes of annual performance review.
- Faculty must apply for GFS in the IDGP 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 IDGP in order to do so.
- IDGPs 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 IDGP, the faculty needs only GFS in that department. These faculty would be tangential participants in the IDGP, but they would not need to have GFS in the IDGP. However, if the class is taught under an IDGP program prefix, the faculty must have GFS in the IDGP area and be a program faculty member.

## Program Website

To support strong recruitment efforts and ensure transparency and good communication, each IDGP is required to work with Web Services to design a program website. The website must include information about participating graduate faculty, general information about the IDGP program, and possibly alumni information and/or career pathways. Please include links to the Grad Rebel Gateway login, as well as the Graduate College website.

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

To facilitate the administration of IDGPs, 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 IDGP 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 IDGP.
- 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

## Finances

### Building an IDGP Budget (See Sample Budget in the [Resources Section](#))

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

IDGPs, 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, etc.)
- Financial support for students (GAs, scholarships, awards, etc.)
- Professional schools (law, dental, & medicine), may opt to fund GAs for their respective students.

IDGPs 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 IDGP may also be the beneficiary of philanthropic donations, and such gifts should be coordinated through the director of development in the Graduate College.

## Differential Fees

Before an IDGP proposes differential tuition or 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 IDGP 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 IDGP program costs, if that was part of the fee plan.
- If the fees are associated with IDGP prefixes owned by the Graduate College, these fees will be collected and dispersed by the Graduate College to cover approved course fees.

## 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 member.

## Handling 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 IDGP faculty only, and are graduate student training grants or specific to the IDGP, would provide indirect cost returns to the Graduate College, and a percentage of these shall be earmarked to support the IDGP.

## 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 IDGP 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 IDGP prefix, which may or may not be cross-listed with other academic units, and the WSCH accrues to the IDGP through the Graduate College.



## DESIGNING, DEVELOPING, AND PROPOSING NEW IDGPs

### New Graduate IDGP 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 [Vice Provost's Academic Program Actions & Processes](#) website.

There are three phases to the development of new IDGPs, 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 Vice Provost for Academic Programs (VPAP) representatives and the established founding faculty group. During this meeting, several key issues deserve conversation and consideration. These include: review of IDGP guidelines, review of VPAP 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.
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 IDGP program participants, and shares with Graduate College (associate dean).

Note: *If faculty have already identified all IDGP 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 IDGP 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 IDGP 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 VPAP office.

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

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

**Step 1:** IDGP Working Group Drafts Program Details

**Step 2:** Submit Pre-Proposal to Graduate College

**Step 3:** Submit Pre-Proposal to VPAP

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

**Step 5:** Approval for Full Proposal

1. **IDGP 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 Leslie Hunter 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 VPAP via email and copy the dean and/or associate dean of the Graduate College.
4. **Pre-Proposal Meeting with Graduate College and VPAP Team:** Primary proposer and/or members of the working group meet with the dean and/or associate dean of the Graduate College and the VPAP 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: ([unlv.edu/provost/vpap/actions](http://unlv.edu/provost/vpap/actions))**

**Step 1:** Draft Full Proposal

**Step 2:** Draft Bylaws

**Step 3:** Submit Full Proposal to Graduate College

**Step 4:** Submit Full Proposal to VPAP

**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 VPAP 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 IDGPs.
    - **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 VPAP** 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**

**VPAP 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
- Assure 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 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**.





## IDGP 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. IDGPs are “housed” (in systems structures) in the Graduate College.
- Founding director meets with the Graduate College new program onboarding team comprised of the:
  - Recruitment & Admissions team for recruitment plans (long-term and short-term) and admissions and application requirements; director of communications & marketing to develop Graduate College IDGP website content;
  - Curriculum & Assessment Manager 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 IDGP to go over student form and graduation requirements; and
- A Graduate Financial Services team member assigned to the IDGP to go over graduate assistantship appointment information and requirements. A generic program director email is established with OIT – the UNLV Graduate Systems team will submit this request on approval of the email name by the associate dean of the Graduate College. 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 IDGP 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).
- IDGP College Meeting: All IDGP program faculty meet with the Graduate College once per semester (minimum).
- All IDGP 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. **IDGP Director** (coordinator/department level) [The program director enters decision on behalf of the IDGP executive committee using his/her generic account. This step also signals that faculty from each participating unit are in support of the proposal] [XXX.Coordinator@unlv.edu](mailto:XXX.Coordinator@unlv.edu)
4. **IDGP Director** (department chair level) [The IDGP director enters decision on behalf of all participating IDGP 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 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.)
7. **Graduate Programs Committee** (university level) [The Graduate College program chair enters decision.]
8. **Graduate College Dean** [The Graduate College 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 [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 IDGP 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 Graduate College to establish and execute a recruitment plan.

Each IDGP must also have a committee that includes participating IDGP graduate faculty whose function will be to review applicants and recommend students for admission to the IDGP 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's [admission policies](#) and to submit recommendations in a timely manner in the Grad Rebel Gateway.

IDGPs 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 IDGP 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 IDGP 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](#)