Graduate Interdisciplinary Programs

Setting up a new GIDP

Prepared by GIDP Admin and The Graduate College

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Steps

The following steps don't entirely have to be done in this order and some can overlap.

1. Establish a core group of faculty and set up an Executive Committee.
2. Meet the Graduate Dean to discuss viability for the program.
3. Establish a set of programmatic bylaws (require approval from the Graduate Dean).
4. Create a set of criteria for the membership in the Graduate Faculty (require approval from the Graduate Dean).
5. Develop an analysis of Employer and Student demand
6. Develop a Budget and Funding Plan

Steps

7. Develop a curriculum — Work with GIDP Admin, the office of Curricular Affairs and the Associate Dean for Academic affairs in the Graduate College
8. Submit curricular forms to GIDP Admin office who will submit them to the Office of Curricular affairs for you.
9. Write a Graduate Student Handbook (a set of program policies).
10. Create new courses, advertise program, set up admissions, etc.

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Applied Bioscience

- If the program being proposed fits under the loose umbrella of "Applied Bioscience" and has a professional/workforce-based component, please speak to me about the possibility of setting up a track (subplan) under the Applied Biosciences GIDP which offers a PSM degree.

- Certain restrictions and conditions apply to such programs, but this may be a viable alternative to creating a whole new program.

First Steps
Establishing a core group of faculty and Executive Committee

Core Faculty

- Identify a core group of faculty from a variety of Units. We recommend that these units come from at least 3 different academic colleges, although that is not a firm rule. The faculty should represent the breadth of interdisciplinarity in the field.

- Create an Executive Committee (EC) and elect an interim chair.

- The (EC) should come from faculty likely to form the core instructional staff of the GIDP

Executive Committee

- In the initial stages the EC is responsible for

    - Writing up a set of administrative Bylaws for the GIDP

    - Writing up a set of criteria for membership in the Graduate Faculty (use template).

    - Developing a Market Plan and Budget for the program

    - Developing a curriculum and program proposal for approval though the University approval process

Executive Committee

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- Once the program is established the EC is responsible for:
  - Managing the administration of the program including budget and student support
  - Long and short term programmatic planning
  - Recommending Faculty for GIDP and Graduate Faculty membership
  - Making academic policy for the program and ensuring official university policies are correctly applied
  - Doing admissions
  - Organizing social events for program cohesion
  - Preparing all required reports and reviews.
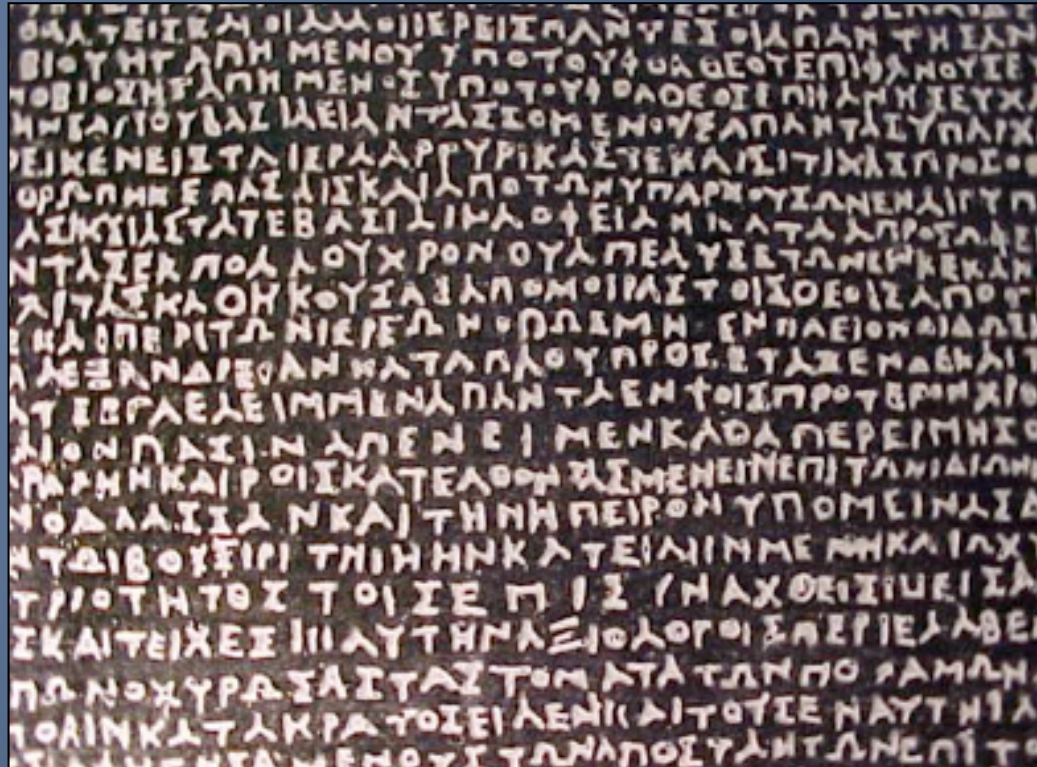
Bylaws

The Administrative Core

Bylaws

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- The bylaws are like a constitution or charter for the program. They lay out the programmatic goals and the internal administrative structure. They typically do not specify curriculum or budgetary matters.

Bylaws

- The bylaws should set out at least the following (See sample bylaws available from GIDP admin office):

  - A statement of programmatic goals.
  - The method of election of EC members, and the duration of terms.
  - Criteria for faculty membership in the GIDP. (Note, that criteria for faculty membership in the institutional Graduate Faculty is a separate document)
  - The method of selection, duties and duration of terms for program officers (Chair, Director of Graduate Studies etc.)

Bylaws

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- Sample program bylaws are available from the GIDP Admin office. (gidp@email.arizona.edu)

- Bylaws must be approved by a majority vote of the program and must be approved by and the Graduate College Dean.

Market Analysis

Understanding the needs of students and the workforce

Market Planning

- The University central administration and ABOR now require that new programs establish that there is a market for any new degrees we offer.

- An important first step is to determine if there is market among students for the degree program and employer demand for students with the degree.

Market Planning

- **Employer Demand:**
  - What type of employer will hire the graduates of this program? (Academic? Industry? Public Sector?)
  - Is this an emerging area or an area with an established base of employers?

Market Planning

- **Employer Demand:**
  - Talk to employers about what skills and knowledge sets they want from potential employees.
    - If the program is professional in nature, consider establishing an *industrial advisory board*.
  - Be prepared to demonstrate that this degree will be of value to employers in the state and nation. Evidence of this is typically required.

Market Planning

Student Demand:
Are there enough students interested in pursuing this degree? This is often tied to whether or not there are jobs for them after graduating.

Market Planning

Student Demand:
What kind of student are you trying to attract? What's their background? Are they going to be willing to shoulder the costs of their degree?

We recommend you do a market survey among students to demonstrate that there is a real demand for the program.

Degree Type

- What is the correct level of degree offering for Market and Student demand?

  - Graduate Certificate (9-12 units)
  - Masters Level Academic Degree (30-36 units): MA/MS
  - Masters Level Professional Degree (30-36 units): PSM, MBA, MA, MS, MFA etc.
  - Professional Doctoral Degrees: PharmD, MD, AuD, EdD, DPH, etc.
  - Doctoral Level Academic Degree (min 63 units): Ph.D.

- Please keep in mind that not all graduates need PhDs and degree type should be driven by career goals of the student

Budgeting

and Funding Plan

Important Provisos

- GIDPs do not have any faculty lines associated with them. (For some GIDPs there are closely related units, with similar names that have faculty lines, but these are not the GIDPs themselves). Faculty lines are the responsibility of contributing units.
  - Depending upon the size of the GIDP, the chair of the EC may receive a small stipend from the Graduate College
- This is important to understand because it means that GIDPs should not plan on strategic hiring for the program and that there are no guarantees that critical faculty will be replaced should they leave the institution.

Important Provisos

- GIDPs are typically self-funded, with only minor contributions from central administration.

Typical GIDP costs

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- A Program Coordinator (staff) position
- For large programs an additional support staff position
- Operations costs (typically no more than $8-10K per year, covers office equipment & supplies, telecommunication costs, social events, Colloquium/Seminar costs
- Recruitment Costs (advertising, student visits)
- Instructional Costs (software, lab expenses etc.)
- Student Support

Common Sources

- In the AIB model, tuition will flow to the college where in the course is homed (because this is where the salary cost exists). This means that tuition will not flow to the GIDP.

Common Sources

- Some start-up funds can be negotiated with Colleges, the VP of academic affairs or the VP research, but such funds are rare.
- Contributions of Home Units/Colleges (primarily by allowing GIDP students to take classes, have faculty serve as advisors etc.)

Common Sources

- Grant Funding (including seed grants, training grants, and direct funding from participant faculty research labs)
- Contributions of Home Units/Colleges
  - allowing GIDP students to take classes,
  - have faculty serve as advisors etc.
  - Providing TAships/RAships
  - Direct contributions
- Private donations/Scholarships etc. [Important note: do not contact donors without contacting the UA foundation first]
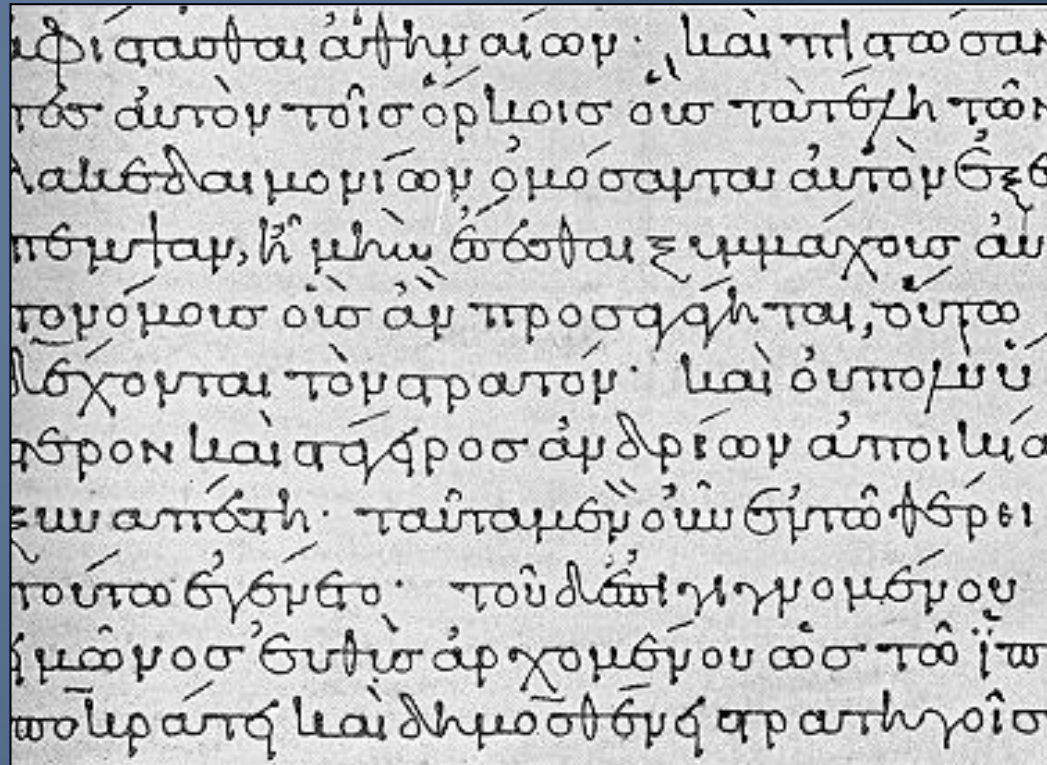
Curricular Approval

Curricular Affairs

- Please contact the Office of Curricular Affairs for the most recent forms for Program approval.

- Faculty planning to submit a program proposal are encouraged to meet early on in the process with both the Associate Dean for Academic Affairs and the Dean of Graduate College.

- Please submit the completed forms to the GIDP Admin office who will submit them for you to the office of Curricular Affairs

Letters of Support

- The proposal should be accompanied by letters of support from:

  - Unit heads and College Deans of contributing faculty
  - Unit heads and College Deans of programs where there may be potential (or apparent) overlap in content or where there may be significant collaboration with the program
  - All sources of funding.

Other Tasks

Other things to do

- Develop and propose any new courses.

- Advertise the program (*only after program has been officially approved!*)

- Set up admissions system (including program specific questions and criteria) with the Graduate College

- Recruitment planning and student support planning

- Fundraising planning.

Important Links

Links

- Graduate Interdisciplinary Programs: http://gidp.arizona.edu

- Graduate College (including policies): http://grad.arizona.edu

- Office of Curricular Affairs: https://academicadmin.arizona.edu/curricular-affairs