

Appendix A

GUIDELINES

INTERDEPARTMENTAL AND INTERDIVISIONAL PROGRAM CHARTERS

Charters must accompany new program proposals when the primary instructional resources of the program of studies are allocated to more than one department. The program must be overseen by a *program committee*. The charter specifies the program committee's membership, governance mechanisms, and the program's resource funding. The purpose of the charter is to guarantee resource stability for interdepartmental or interdivisional programs. Charters are resource and management contracts that are agreed to by the executive officers of relevant administrative units. The completed and signed charter should be appended to the program proposal.

The following information should be included. Additional elements may be included as determined necessary to suit the program particulars as defined by faculty participants or campus administration.

1. Program Definition

- a) Identify the degree program proposal that the charter supports.
- b) Briefly specify the courses, requirements, exams, and degrees managed under the charter.

2. Program Committee

- a) Specify the faculty members of the program committee.
- b) Specify governance mechanism and voting protocols.
- c) Specify academic division oversight and specify reporting authority.

3. Program faculty duties

Specify specific services expected of the program faculty.

- a) Student advising.
- b) Graduate student support funding.
- c) Thesis supervision.

4. Resource needs

Specify resource needs and funding sources (departments or divisions), including, but not limited to:

- a) Teaching and course offering commitments, including potential leave replacements.
- b) Teaching Assistants/readers/tutors.
- c) Staff and administrative support.
- d) Space needs, including faculty and staff offices, laboratories, seminar rooms, *etc.*
- e) Equipment and supplies, including computers, telephones, furniture, *etc.*

5. Student audience

Specify the nature and extent of the anticipated student audience, class sizes, and workload ratios.

6. Program Review

Interdisciplinary degree programs will be reviewed according to established campus review guidelines, and may be consolidated with a departmental review or conducted independently. Recommend which review mode is preferred and explain why.

7. Program Disestablishment

Specify how the degree program will be gracefully phased out if student demand does not justify its continuance or if faculty interests change. How long will it take to phase the program out if the charter is terminated?

8. Signatories

Signatories to the charter will be: the chairs of all departments from which contributions of resources are considered essential to program maintenance, the academic deans to whom these departments report, and the academic dean responsible for program oversight. Resources include courses, faculty time, administrative assistance, space, instructional support, and any other required resources. These persons sign as executive officers of their units; the departmental and divisional resources (not individual faculty) are bound by the agreement.

Amendments

The charter may be amended, in ways that do not have substantial resource or curricular implications, by agreement among the signatory bodies. More substantive amendments may require Academic Senate and Vice Provost for Academic Affairs consultation.

Oversight

The overseeing academic dean is responsible to ensure that the terms and agreements of the charter are responsibly met. To this end, the designated division will maintain and update a list of the program committee membership, and will be the office of record for the charter and any subsequent amendments.

SIGNATORIES:

Overseeing Dean

Affiliated Dean

Department Chair

Department Chair

Department Chair

Department Chair