

## University of Detroit Mercy

# Protocol for Submitting a Proposal for a New Accredited Doctoral Degree Program

### 1. Complete New Program Proposal

#### a. Proposal Guidelines

- i. A proposal for a new program should be well organized, accurate, and clearly written. Authors should recognize that reviewers may not be familiar with the discipline and write the proposal in a manner that addresses all the required items. Incomplete or unclear submissions may be denied, in which case the revised proposal may be submitted and reviewed. Proposal should include the following:

1. Program Summary

2. Description Description of the program

3. Mission

- a. How does it meet and serve the mission of the university?

4. Market and Need

- a. Potential markets for recruitment

5. Proposed student enrollments

6. Faculty Needs

- a. Expertise requirements

- b. Approximate full time and adjunct

7. Administration and Support Staff

8. Library and Digital Resources

9. Facilities

- a. Office, classroom, laboratory space/renovation

10. External Factors

- a. Competition

- b. Possible collaborations

11. Operating Revenue and Costs

12. Documented Support

13. Appendices AD

- a. Budget

- b. Curriculum Matrix

- c. Documentation of Support

2. Accreditation
  - a. Identify the accrediting body and determine requirements for approval
    - i. Summarize the process, including timelines and fees.
  - b. Work with key university stakeholders to determine the necessary financial investment, personnel, time and resources necessary to apply for and satisfy accreditation requirements.
3. Submission
  - a. Submit a proposal with accreditation information to the President and the Provost and Vice President for Academic Affairs for approval.
4. Conduct Feasibility Study
  - a. A feasibility study is an assessment of the practicality of a proposed program. Elements that may be included are program rationale, market niche, demand for graduates, competitors and their location, trends in applicants etc.
5. Presidents Council Support

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9. Complete Accreditation Application Process

- a. Based on the guidelines offered by the accrediting body, in collaboration with program leadership and key units within the university, complete the ~~study~~ for submission.
- b. Finalize a timeline, if appropriate, for the steps necessary to achieve accreditation and share with university personal
- c. Develop Curriculum

10. Identify and form Committees

11. Board of Trustees Approval

- a. Work with the Office of the President to determine the timeline, drafting of necessary motions and supplementary materials necessary to achieve Board of Trustees Approval.