STANDARD ADMINISTRATIVE PROCEDURE

03.02.99.M1.01 Creation and Review for Interdisciplinary Programs

Approved October 12, 2012
Next Scheduled Review: October 12, 2017

SAP Statement

This Procedure describes the required steps in creating and reviewing interdisciplinary research programs (IRPs), interdisciplinary curricular programs (ICPs), and the functioning of the interdisciplinary overview council (IOC). (University rule 03.02.99.M1)

Reason for SAP

The procedure clarifies the information required and reviews and approvals required in the creation or continuation of interdisciplinary programs.

Procedure and Responsibilities

1. GENERAL

All Interdisciplinary Programs must ensure that the faculty and student roles are well understood and align with the administrative units where their positions are located. In concert with these understandings the expectations of support from these Administrative units should be clearly defined and authorized in a well vetted and documented manner.

2. ESTABLISHING INTERDISCIPLINARY PROGRAMS

2.1 For a group of faculty to establish an IRP or ICP, they must;

2.1.1 Develop a set of bylaws for the IRP or ICP including a mission statement, membership criteria, and procedures for selecting an Executive Committee (EC) and its leadership (e.g., a chair or co-chairs). The Vice President for Research and the Dean of Faculties and Associate Provost will specify through guidelines the minimum components that must be included in the governing bylaws of IRPs and ICPs, respectively.
2.1.2 Identify a department or set of departments (called sponsoring departments) and the corresponding colleges (called sponsoring colleges) to act as advocates for the proposed program during the creation/evaluation process.

2.1.3 In conjunction with the sponsoring units, identify a department in which the IRP or ICP will reside administratively. This department is called the administrative department, and the corresponding college is called the administrative college.

2.1.4 Submit a proposal for the establishment of the IRP or ICP containing the items listed in Section 2.2 of this SAP. This proposal originates with the faculty group seeking to establish the IRP or ICP and is routed for approval through:

a. The sponsoring department heads, through
b. The sponsoring deans, through
c. The Associate Provost of Graduate Studies if the proposal includes a graduate curricular program, and/or the Associate Provost for Undergraduate Programs if the proposal includes an undergraduate curricular program, or through the Senior Associate Vice President for Research if the proposal involves a proposed interdisciplinary research program, through
d. The IOC,
e. To the Vice President for Research for IRPs, or to the Provost and Executive Vice President for ICPs.

2.2 The proposal for establishing an IRP or ICP must contain the following items:

2.2.1 The rationale for the creation of the IRP or ICP.

2.2.2 The bylaws described in Section 2.1.1 of this procedure; including the identification of the administrative units as described in Section 2.1.3 and listing roles and responsibilities of the administrative units as required by the guidelines described in Section 2.1.1.

2.2.3 A description of the Advisory and Evaluation Committee (A&EC) of Participating Department Heads, which consists of the department heads of academic departments having faculty members participating in the IRP or ICP. Annually, one of the Department Heads will be selected by this Committee to serve as the Lead Department Head.

2.2.4 A budget (and budget justification) for the operating costs of the IRP and ICP.

2.3 The Vice President for Research and the Provost and Executive Vice President will make final decisions regarding the approval of IRPs and ICPs, respectively.
Establishment of, and funding for, the operating budget is the collective responsibility of the A&EC, other participating units and other offices in the university as proposed and approved by the IOC.

2.4 College deans, the Office of the Vice President for Research, or the Office of the Provost and Executive Vice President may provide support for the development of IRPs or ICPs consistent with their respective areas of responsibility.

3. PROGRAMMATIC AND FACULTY REVIEWS

3.1 Annual reports will be submitted by the EC to the A&EC for the program, who will ensure that the report is distributed appropriately. A yearly meeting of the A&EC and EC will be held to review the performance of the IRP or ICP. Additional meetings may be called at the discretion of the A&EC or IOC.

3.2 As part of the normal annual review of faculty, each participating department head will review with each of their involved faculty members their future level of participation in the IRP or ICP as well as the results of their previous participation. These discussions may be incorporated into promotion, tenure, and merit raise decisions.

Related Statutes, Policies, or Requirements

*University rule 03.02.99.M1*

Contact Office

Vice President for Research
979.845.8585

Dean of Faculties and Associate Provost
979.845.4274