

# STANDARD ADMINISTRATIVE PROCEDURE

## 03.02.99.M1.01 Creation and Review for Interdisciplinary Programs

*Approved October 12, 2012*

*Revised February 11, 2016*

*Next Scheduled Review: February 11, 2021*

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### SAP Statement

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This Procedure describes the required steps in creating and reviewing interdisciplinary programs (IDPs) either research or curricular, and the functioning of the interdisciplinary overview council (IOC).

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### Reason for SAP

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

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### Procedure and Responsibilities

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#### 1. GENERAL

All Interdisciplinary Programs must ensure that the faculty and student roles are clearly articulated 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 documented manner.

#### 2. ESTABLISHING INTERDISCIPLINARY PROGRAMS

2.1 For a group of faculty to establish an IDP they must;

2.1.1 Develop a set of bylaws for the IDP 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 Provost must approve these bylaws.

- 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 IDP 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 IDP containing the items listed in Section 2.2 of this SAP. This proposal originates with the faculty group seeking to establish the IDP and is routed for approval through the following:
  - a. The sponsoring department heads.
  - b. The sponsoring deans.
  - c. The Interdisciplinary Overview Council (IOC).
  - d. The Vice Provost, who will consult with appropriate University units such as the Executive Vice President of the HSC, the Vice President for Research, the Associate Provost for Graduate and Professional Programs, the Associate Provost for Undergraduate Programs, and the Associate Provost for Academic Affairs (for accreditation and assessment issues).
  - e. Final approval is through the Provost and Executive Vice President before submission to any external authority required before implementation.

2.2 The proposal for establishing an IDP must contain the following items:

- 2.2.1 The rationale for the creation of the IDP.
- 2.2.2 The items described in Section 2.1.
- 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 IDP. 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 IDP.

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

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 IDP. 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 IDP as well as the results of their previous participation. These discussions may be incorporated into promotion, tenure, and merit raise decisions.

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**Related Statutes, Policies, or Requirements**

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[University rule 03.02.99.M1, \*Administrative Framework for Interdisciplinary Programs\*](#)

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**Contact Office**

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Vice Provost  
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