

Guidelines for Proposing New Doctoral Programs

The **Council on Doctoral Studies** is an ad hoc group that meets to approve new research and professional doctoral programs and to approve professional doctoral degree programs that want to change to a doctoral of philosophy degree. The Council consists of the deans (or their representatives) from all GW schools that award doctoral degrees (including the Law School and School of Medicine and Health Sciences), excluding the Elliott School of International Affairs and the College of Professional Studies. Each represented school has one voting member on the Council, which is presided over by the Provost and Executive Vice President for Academic Affairs.

Proposal deadlines: To be considered for review by the Council on Doctoral Studies and approval by the Board of Trustees, all proposals must be submitted to Cheryl Beil, Associate Provost for Academic Planning and Assessment, cbeil@gwu.edu, by the following dates:

- **January 10** for consideration at the February Board of Trustee Meeting
- **September 10** for consideration at the October Board of Trustee meeting

Proposals for new doctoral programs should include:

- **Letter from the dean** of the school asking the Provost and Council to consider the proposal and a rationale for proposing the new program.
- A **detailed description** of the program that addresses the following issues:

Justification: Why should GW offer this program?

- Purpose and learning objectives of program
- Market analysis: sources and numbers of prospective students
- Market for graduates: data regarding academic and/or nonacademic opportunities for graduates of the program
- Local/regional competition: summary descriptions of similar doctoral programs in DC metro area and their strengths and weaknesses compared to the proposed program; regional universities offering the field of study but not a doctoral program

Faculty resources:

- Expertise available on the current full-time faculty; describe research profile, grant awards including amount of award and date awarded (if applicable), and list publications of faculty who would contribute to the program, with emphasis on their qualifications to provide mentoring appropriate to the goals of the program
- Expertise available locally (e.g., part-time instructors)
- Additional areas of expertise / new positions required to offer the program
- Impact on current teaching: (e.g., part-time faculty needed to replace full-time faculty who would teach courses in the proposed program)
- Overall teaching effort required

Computing resources:

- Increased demand on the University's academic and administrative computing resources

Facilities, staff, and graduate student support resources:

- Any net additions to the space currently available to the academic unit proposing the program
 - Offices
 - Laboratories
 - Special classroom needs
 - Computer facilities (hardware, special software)
 - Other special facilities
- Staffing requirements (e.g., program coordinator, administrative support)
- Graduate student support requirements (e.g., tuition awards, stipends, graduate teaching and research assistantships needed for the program to be viable)

Business plan:

- Projected incremental enrollments and revenue (tuition, special fees)
- Projected incremental expenditures
 - Faculty salaries (full- and part-time)
 - Non-faculty staff salaries
 - Fringe benefits
 - Student financial support (e.g., amount department will contribute using funds from grants or other sources)
- Special events or activities
- Travel

Curriculum:

- Overview of program structure
- Requirements
- Core course syllabi that include learning objectives, topics covered, readings, and assignments
- Elective courses
- Research methods: coursework and requirements of proficiency
- Ethical and professional skills training
- If proposing a PhD (research degree), include information about:
 - How training of students to perform scholarly and original research will be achieved
 - Requirements for and mentoring of dissertation research
 - Qualifications for non-GW faculty who may be involved in dissertation research
- If proposing a professional doctorate, include information about:
 - How training of students in relevant professional skills will be achieved
 - Requirements for and mentoring of a culminating project or activity
 - Qualifications for non-GW faculty who may be involved in culminating project