**Guidelines for Proposing New Doctoral Programs**

The following elements should be included in all proposals for new doctoral programs. These guidelines apply to online and face-to-face programs.

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
* 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 and 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, secretary)
* Graduate student support requirements (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 courses
* Electives
* Research methods course work
* 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
* 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

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