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 re-submitted and reviewed. Proposal should include the following:
         1. Program Summary
         2. Description
            a. Level and degree title
            b. Total required credits
            c. Time to degree
            d. Recommended cost of degree
            e. Projected launch date
            f. 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 A-D
            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. **President's Council Support**
   a. Share proposal and feasibility study with President's Council (PC) for support. PC members include President, Provost and VP for Academic Affairs, VP of Enrollment, Advancement, Finance and Mission Integration.

6. **Facility**
   a. Determine needed space and size, facilities, and location.
   b. Work with the Facilities Management & Campus Services Division regarding updates, renovation, and/or construction needs.
   c. If a new facility must be purchased or constructed, Board of Trustees approval is required.

7. **Budget and Funding**
   a. Work with VP for Finance and Budget office to determine funding required for facilities, equipment, renovation, and maintenance. In addition, determine faculty, staff and equipment or resources needed to support specific units, discipline-specific equipment, space, machines, etc.

8. **Recruit and Hire Program Leadership**
   a. Work with the Provost and Vice President of Academic Affairs and the Human Resources office to implement a recruitment and hiring strategy for program leadership determined by the accreditation standards and/or requirements for pre-accreditation if appropriate. Create a timeline for additional recruitment needs.

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 self-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.