



University Policy Statement

UPS 410.113

GUIDELINES FOR THE STRUCTURE AND ADMINISTRATION OF CROSS-DISCIPLINARY DEGREE PROGRAMS

All degree programs internal to California State University, Fullerton (CSUF) are classified according to their administrative structure as either disciplinary programs or Cross-Disciplinary Degree Programs (CDP) (cf. UPS 410.103, UPS 211.000, UPS 100.250, and this document). Disciplinary programs are housed in a specific academic unit and may require courses from other academic units. CDP are those programs that involve two or more academic units such that they have special characteristics that necessitate administration by a mechanism other than the traditional organization.

Proposals for a CDP shall identify the academic units which agree to participate in the CDP and follow the program approval guidelines and procedures outlined in UPS 410.103.

I. CHARACTERISTICS OF THE CROSS-DISCIPLINARY DEGREE PROGRAM

- A. Normally, a CDP will utilize current faculty. However, a CDP, upon demonstration of legitimate need, may be permitted to hire faculty. Legitimate need shall require that a CDP demonstrate the essential nature of the professional skills sought in applicants for the position and that current faculty with those skills are not available.
- B. Normally, faculty teaching in a CDP will teach part of their load in another academic unit.
- C. The CDP shall have governing documents. These documents must be approved by both the Dean(s)* and the Provost and Vice President for Academic Affairs.

* All later references to the Dean in this document shall be interpreted as the Dean of the College in which the Cross-Disciplinary Degree Program is housed.

II. ADMINISTRATIVE COMPOSITION AND RESPONSIBILITIES

A. Composition

Each Cross-Disciplinary Program shall have an administrative structure consisting of participating academic units, program council and program coordinator.

1. Participating academic units are those that have agreed to participate in the program as part of the degree proposal. Participating academic units may be added or removed from the program with the approval of the program council, the academic unit(s) involved, the Dean(s), and the Provost and Vice President for Academic Affairs.

2. The Program Council shall be composed of an elected member from each participating academic unit and student representation in accordance with UPS 100.004.
3. The Program Coordinator shall be selected to serve a term of office established in accordance with UPS 211.100.

B. Responsibilities

1. Academic units bear a responsibility for contributing to the continuing vitality of the CDP, and for encouraging and rewarding faculty participating in it.
2. Program Council is responsible for:
 - a. reviewing and formulating all administrative policies within the CDP;
 - b. serving in a role comparable to that of an academic unit in curricular matters;
 - c. fostering participation between academic units and the CDP in the matter of faculty advisement of students;
 - d. approving all faculty teaching in the program and the schedule of classes for the program;
 - e. hiring faculty in accordance with either UPS 210.001 or UPS 210.050, as appropriate;
 - f. evaluating and recommending personnel actions for faculty hired in the CDP. The program Personnel Committee shall include members from academic units in which a CDP faculty member under consideration for RTP has expertise. Under no circumstances may any Program Personnel Committee consist exclusively of faculty members with their permanent full-time assignments in the CDP.

In the course of fulfilling its duties, the Program Council may choose to delegate certain responsibilities for program to designated subcommittees. These subcommittees shall be formed in accordance with the appropriate UPS document.

3. Program coordinator duties are comparable to the duties of an academic unit chair as stated in UPS 211.000. As such, the program coordinator is responsible for:
 - a. making recommendations regarding program faculty and the schedule of classes and exercising appropriate leadership. While so doing, the Program Coordinator shall ensure that democratic procedures are preserved in the program;
 - b. serving as chair of the Program Council;
 - c. submitting letters for the Departmental Personnel File for each faculty member who teaches a course supported by units allocated by the program.

III. CURRICULAR CHANGE

All curricular changes shall conform to the procedures outlined in UPS 410.103 and UPS 411.100. Such changes shall require continuing consultation with the participating academic units.

Source: University Curriculum Committee

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