GUIDELINES FOR THE STRUCTURE AND ADMINISTRATION OF JOINT DEGREE PROGRAMS

All degree programs are classified according to their administrative structure either as belonging to academic departments/divisions or to joint degree programs (cf. UPS 410.103, UPS 211.000 and this document).

I. DEFINITIONS
   A. Joint Degree Program (JDP) involves two or more existing academic departments which need not be within the same college. Such programs have special characteristics and are administered by a mechanism other than the traditional departmental organization.

II. CHARACTERISTICS OF THE JOINT DEGREE PROGRAM
   A. Normally, a Joint Degree Program will utilize only faculty already holding full-time appointments in the University. However, a JDP, upon demonstration of legitimate need, shall be permitted to hire tenure-track faculty. Legitimate need shall require that a JDP demonstrate the essential nature of the professional skills sought in applicants for position and that full-time permanent faculty with those skills are not available in other academic units on campus. Otherwise, the criteria and procedures for hiring shall be the same as those for a department.
   B. Normally, full-time faculty teaching in a JDP will teach part of their load in another academic unit.
   C. Although more than fifty percent of its courses may come from one department, this shall not be a requirement of the JDP.
   D. It must have a constitution governing its administration and operation. This must be approved by both the Dean(s)* and the 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 Joint Degree program is housed.
III. ADMINISTRATION OF THE PROGRAM

A. Participating Departments

1. The departments, which agree to participate in the JDP, will be specified in the degree proposal. Proposals for a JDP must follow the program approval guidelines and procedures outlined in UPS 410.103 and shall include a clear statement of need and the learning goals and benefits, including career opportunities, for participating students in the proposed program.

2. The addition or deletion of participating departments shall occur only with the approval of the program council, the department involved, the Dean and the Vice President for Academic Affairs.

3. Participating departments bear a responsibility for contributing to the continuing vitality of the JDP, and for encouraging and rewarding faculty participating in it.

4. Faculty members with permanent full-time assignments in departments may claim a JDP for either temporary or permanent full or partial reassignment. The Program, acting as a department, following University Policy on reassignment shall recommend to the administration appropriate action on all such claims.

B. Program Council

Each Joint Degree Program shall have a Program Council which conforms to the following structure:

1. Membership
   a. Each participating department shall elect a representative for a specified term. The terms of membership shall be staggered. In the event that an elected representative fails to fulfill his or her responsibilities, the coordinator shall, upon the recommendation of the Program Council, inform the department, and another representative shall then be elected to complete the term.
   b. Student representation and participation shall be determined in accordance with UPS 100.004, except that the Program Council shall act in place of the department faculty.
   c. The Program Council may choose to delegate the responsibility for the administration of the program to an Executive Committee elected from its membership. In this case, terms of service of members of the Executive Committee shall also be specified and staggered.

2. Responsibilities
   a. To review and formulate all administrative policies within the JDP.
   b. To act in a role comparable to that of a department in curricular matters.
   c. To formulate recommendations concerning expansion of the JDP or size limitations to be imposed on the program.
   d. To foster participation between departments and the JDP in the matter of faculty advisement of students.
   e. To approve all faculty teaching in the program and the schedule of classes for the program.
f. To hire tenure-track faculty following University Policy. The Program Council shall consult with all Departments in which applicants have expertise before making a commendation to hire a particular applicant. Departments called upon in the consultative process shall respond promptly to such requests (within 15 academic work days) or forfeit the right of consultation.

g. To evaluate and recommend on personnel actions for tenure track-faculty hired in the JDP. The Program Personnel Committee must include members from departments in which a JDP 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 JDP.

C. *Program Coordinator*

1. The responsibilities of the Program Coordinator are comparable to the responsibilities of a department chair as provided in UPS 211.000. These include making recommendations regarding program faculty and the schedule of classes and exercising appropriate leadership in assisting the program in its determination of objectives, policies and the procedures by which its business shall be conducted. While so doing, the Program Coordinator shall ensure that democratic procedures are preserved in the program.

2. The Program Coordinator shall serve as chair of the Program Council.

3. The Program Coordinator shall submit a letter for the Departmental Personnel File for each faculty member who teaches a course supported by units allocated by the program.

4. The Program Coordinator shall be appointed by the President or his/her designee upon the recommendation of the Program Council and the Dean. The Program Council shall act in the matter of Program Coordinator selection in a manner comparable to that of a department in choosing a chair in accordance with UPS 211.100.

5. The maximum term of office of a Program Coordinator shall be three years. If, after consultation with the program selection committee, a shorter term seems appropriate, the President may make a one- or two-year appointment. A Program Coordinator shall be eligible for reappointment for additional terms.

6. If at any time during a Program Coordinator's term he or she should appear to have lost the confidence of the Program Council, the procedure for removal as outlined in UPS 211.100 shall be followed.

D. *Budgets and Allocation of Resources*

1. All degree proposals must clearly specify the costs associated with the program.

2. Faculty positions, staff positions and support budgets shall be allocated to the program by the Dean in a manner consistent with the procedures utilized for allocations to departments.

3. The Program Council must provide advising or ensure that students in the JDP receive appropriate academic advice.

4. Limitations of numbers of Program tenure-track faculty.
A. The number of tenure-track faculty with their permanent full-time assignment in a JDP shall normally not exceed 40% of the smallest number of FTEF positions allocated to the JDP in the previous two years.

B. Whenever allocation reductions increase the percentage of tenure track faculty in the JDP beyond 40%, no further tenure track hiring shall be permitted under any circumstances until the provision of 2.A. is again satisfied.

IV. CURRICULAR CHANGE
All curricular changes shall conform to the procedures outlined in UPS 410.103 and UPS 411.100, with the exception that the Program Council shall act in a role comparable to that of both the departmental curriculum committee and faculty. Changes in programs shall be developed by the Program Council. Such changes shall require early and continuing consultation with the participating department. Program Coordinators shall examine proposals for courses and, when the course content substantially overlaps the offerings and/or impinges on the mission of other departments, shall provide evidence of appropriate consultation with those departments.

Source: University Curriculum Committee

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