

## **Guidelines for Submission of Proposals (for new majors, minors or programs) to the Committee on Studies**

To facilitate the proposal's passage through the various committees that will consider it, all of the material listed below (#1-#8) must be clearly marked and submitted electronically (**as a single Word document**, not a PDF, per the request of Faculty Senate, and for ease of distribution) to Michele Marchetti at [mmarche3@providence.edu](mailto:mmarche3@providence.edu).

1. A **cover letter** from the Department Chair that includes the following:
  - The **vote of the Department** regarding the proposal (the Chair/Program Director is entitled to vote, along with the members of the department, including adjunct professors);
  - The **date** of the Departmental meeting at which the vote was taken;
  - **A detailed statement of the Chair's support of the proposal with respect to departmental resources (financial, personnel, facilities, library, software, etc.). Please indicate if any new or additional resources may be needed to support this proposal. Anticipated costs should be included.**
2. A **description of the (new) major, minor, or program** in the style appropriate for the *Undergraduate Catalog*.
3. A **list of all the courses** (please indicate required or elected) which comprise the proposed major, minor or program, indicating which elements are presently in operation in the College and which courses will need to be added to current offerings in support of the proposal. **If you are proposing revisions to programs or to departmental policies, the Committee on Studies requests that your proposed policy/program requirements be listed alongside the current policy/program requirements, below which you present your rationale for the specific changes the proposal would entail.**
4. A **rationale** for the new proposal (or the proposed revisions) which addresses:
  - a. The need for the new major, minor or program (e.g., expressed interest of students, needs of the community for graduates with this credential, etc.);
  - b. Anticipated number of students interested in the major, minor or program;
  - c. The overall objectives of the new major, minor or program.
5. A **statement of congruence with the College's and Department's Mission Statement**. Please reflect on the College's and the Department's Mission Statements, and describe how your proposal inculcates their distinctive principles.
6. A **letter of support** from *each* department besides the primary department (#1 above) contributing courses toward the proposed major, minor or program. Each of these letters

should include a commitment sufficient to include numbers of students anticipated in the proposal.

**7. Resources needed:**

- a. List any present faculty who would be involved in offering the proposed major, minor or program, with pertinent information concerning their special credentials which qualify them for this service;
- b. Estimate the number, rank, and background of new faculty members required to initiate the proposal, if any;
- c. Estimate the number and type of support staff needed;
- d. What special facilities (buildings, laboratories, equipment, etc.) are necessary to the offering of a quality program in the field?
- e. Which of these facilities presently exist and are available?
- f. What facilities beyond those now on hand would be required in support of the proposal?
- g. How are these additional facilities and equipment to be provided?
- h. What special library resources will be needed?

**8. Letter of support from the School Dean.**

**9. Electronic Submission.** To facilitate the proposal's passage through the various committees which will consider it (see below), all of the above material (#1-#8) must be clearly marked and submitted (as a *single Word document* for ease of distribution) electronically to Michele Marchetti (email address: [mmarche3@providence.edu](mailto:mmarche3@providence.edu)).

