CAS Guidelines for Stages of Small-Scale Programs: New and Continuing

The following administrative guidelines have been developed for assessing the appropriate scale and threshold levels of overhead support for small-scale instructional programs in CAS that offer official certificates or degrees. While they are aimed primarily at assessments of proposals for new programs, continuing programs should also be periodically assessed. Please note that these are administrative guidelines only and do not supplant the standard faculty curricular review process.

Stage One: Study or research group
Proposals for a formal, named study or research group should be directed to the Vice President for Research, who is responsible for appointments and associated plans for any necessary resources. Normally, a stable group with a minimum of 5-7 tenure-related faculty would be required to establish a named study group. These groups, centers, institutes are not authorized to offer independent courses, certificates, or degrees.

Stage Two: Certificate or minor
Proposals for a formal certificate or minor program normally would be preceded by Stage One and related activities, with a stable group of 8-10 tenure-related faculty directly involved. In preparing proposals, faculty should consult with the CAS dean or appropriate associate dean prior to submitting materials for review by the CAS Faculty Curriculum Committee. Proposals must include an assessment of student interest, summary of faculty expertise and faculty involvement with the proposed program, associated courses to be included, a funding statement, and a proposal for a sponsoring academic unit. *A sponsoring unit is typically required to avoid the proliferation of very small, inefficient administrative units.* Initial start-up support provided from CAS for approved proposals includes an appropriately scaled director stipend and a small amount for S&S and partial staff support, typically a total equivalent of 0.10 to 0.20 staff FTE. To sustain a program at this level, at least 5 or so certificates or minors should be granted per year, with a stock of at least 15 declared students.

Stage Three: Small-scale major
To propose or sustain a small-scale major, one should expect a minimum of 8-10 active tenure-related faculty committed to the program and, typically, a demonstrated record of success at Stage Two, with at least 20-25 declared students at Stage Two. Proposals should follow the same procedures as in Stage Two, including the listing of a sponsoring academic unit. Initial start-up support provided from CAS for approved proposals includes an appropriately scaled director stipend, a possible course release, and a modest amount for S&S and partial staff support, typically the equivalent of about .4-.5 FTE. However, majors subsumed within larger majors are the responsibility of the larger unit, e.g., French is the responsibility of Romance Languages. To sustain a program at this level, at least 8-10 degrees per year should be granted, with a stock of at least 25-30 declared majors.

Subsequent Stages
Subsequent stages should typically be successfully preceded by one or more of Stages One, Two, or Three, and should be considered or proposed only with a strong record of involvement of a minimum of 8-10 tenure-related faculty, at least 15-20 major degrees granted per year, with a stock of at least 40-50 declared majors. Graduate degrees normally should not be proposed without an underlying undergraduate degree program. Scale of support should be assessed against existing comparable programs on campus, as well as against competing needs and pressures for current programs.