

## **DRAFT--APPROVAL PROCESS FOR DOCTORAL DEGREE PROPOSALS**

### **I. Elements of a Doctoral Degree Proposal at EKU**

1. Faculty Qualifications and Scholarship Productivity
2. Curriculum Proposal
3. Assessment of Need
4. Consistency with EKU's Mission
5. Resources and Budget

### **II. Review Process**

#### **Phase 1: Departmental Showcase and Program Review**

The department planning to move to the doctoral level will participate in the Departmental Showcase and Program Review process before any action is taken by the Graduate Council or the Council on Academic Affairs. This Showcase should highlight the quality of the program at the baccalaureate and graduate levels and help determine that the program is ready for the next step.

#### **Phase 2: Review by the Graduate Council**

The Graduate Council will analyze the strength of the Academic Unit's current programs by reviewing (a) report from Departmental Showcase and Program Review, (b) faculty qualifications, (c) scholarly productivity, including program's record and capacity for securing external funds, (d) existing support (e.g., library resources, staffing), (e) proposed admissions requirements and (f) proposed exit requirements/competencies.

All new courses in the proposal must be reviewed and approved by the Graduate Council.

The Graduate Council will then forward the analysis to the Council on Academic Affairs.

#### **Phase 3: Review by Council on Academic Affairs (CAA)**

Prior to CAA's review, the Academic Department will arrange for the review of the curriculum by experts in the field who are not affiliated with EKU (outside reviewers).

CAA will ask the Office of Institutional Effectiveness (IE) to assess the need and marketability of the new program. (Note: This review may be conducted by the Academic Unit at Phase 1; however, an official report will be provided by IE at this phase of the process).

Based upon (a) CAA's review, (b) the outside reviewers' evaluation of the curriculum, (c) the Graduate Council's analysis, and (d) IE's report, CAA will make a recommendation. If the CAA's recommendation is positive, the process will move to Phase 4.

**Phase 4: Review of the proposal by Financial Planning Council (FPC) and Strategic Planning Council**

CAA will forward the proposal to the FPC to review the budgetary considerations.

CAA will forward the proposal (along with the recommendations from FPC) to the SPC to review and determine consistency with the ECU's Mission.

Representatives from the Graduate School, CAA, and the Dean of the College offering the proposed doctoral program will be invited to participate in the review by the FPC and SPC.

**(Note:** The review of the FPC and SPC may be concurrent.)

**Phase 5: Review by Faculty Senate, Provost Council, President, Board of Regents, CPE, and SACS**

Contingent upon positive recommendations from Phases 1-4, CAA will forward the proposal along with all the analyses and recommendations to the Faculty Senate and Provost Council.

The Faculty Senate's recommendation will be forwarded to the President and the Provost's Council.

Upon approval of the Provost Council, a positive recommendation will be forwarded to the President.

Upon the President's approval, the proposal will be submitted to the Board of Regents, the Council on Postsecondary Education, and SACS.

April 28, 2009