

## Guidelines for Preparing a Proposal for a New Graduate Degree

No minimum or maximum length is required, but the proposal must include:

1. A **Proposal Routing Form** for new graduate degree proposals:
  - a. For regular degrees, the form is available [here](#).
  - b. For Graduate Professional Education (GPE) degrees, the form is available [here](#).
  - c. For joint degrees, the form is available [here](#).
2. An **Executive Summary** that provides the Board members with the highlights of the proposal. The executive summary should include market for the program, placement opportunities, and an explanation of how the proposed degree advances Baylor's goals under *Illuminate*. An executive summary template is available [here](#) for new graduate degree proposals.
3. A **10-year budget** that shows both the cost of the program, including stipend, tuition, new faculty and staff lines, and any reduction in other areas that the proposer might be willing to make in order to help fund the plan. (*Please contact the Business Officers of your academic unit.*)
4. A **statement of need** along the following dimensions:
  - Does the proposal conform to the mission: to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community?
  - Does the plan help us reach our vision: to enter the top tier of American universities while reaffirming and deepening our distinctive Christian mission?
5. An **environmental assessment** (e.g., a SWOT analysis that identifies typically internal *strengths* and *weaknesses* and often external *opportunities* and *threats*) that lists, when appropriate, other programs that are competitors, peers, or aspirants.
6. A **degree plan** including total number of hours, required courses, required oral or comprehensive exams, foreign language requirement, etc. Provide a list of courses already available to students who would enroll in this program as well as a list of new courses to be developed. Indicate which faculty would teach such courses, and provide faculty CVs to demonstrate that faculty expertise is available to support the special disciplinary emphases of the proposed program.
7. Career opportunities for students graduating from this program.
8. An estimate of the number of students the department believes will apply for this degree.
9. Any changes in faculty load.
10. Admission requirements.
11. **Measurable goals** so that we will know if the plan is successful, and a projection of when those goals will be reached.