

DUKE UNIVERSITY ARTS AND SCIENCES COUNCIL COMMITTEE ON CURRICULUM

**TEMPLATE FOR PROPOSALS  
FOR NEW MAJOR**

Majors require a minimum of ten courses, reflecting both breadth and depth in the field. The total number of courses that a department/program may require at any level in the major and related departments may not exceed seventeen semester courses for the Bachelor of Arts degree and nineteen semester courses for the Bachelor of Science degree.

- I. Description and Rationale
  - A. Describe the proposed major, and explain how it fits into the educational mission of Trinity College of Arts & Sciences and the University.
  - B. Address relationship to existing programs or majors at Duke, with attention to those that may overlap with the proposed major. Indicate which you have been in contact with concerning your proposal. Indicate any existing programs to be dropped if proposed major is approved.
  - C. Address potential impact on existing undergraduate and/or graduate academic programs at Duke, and potential student demand.
- II. Detailed Description: Requirements and Curriculum

Describe the proposed major in detail, including specific requirements (and pre-requisites, if applicable).
- III. Proposed text to appear in Undergraduate Bulletin. (Check and use Bulletin format.)
- IV. List of Current Courses available for the major. Give a 3-year semester by semester projection of availability of appropriate courses to meet requirements of the major. Identify them as regular courses or as Special Topics courses, occasionally offered. If courses are outside your unit, ensure that you have contacted instructors of those courses and obtained permission for them to count toward proposed major.
- V. Description of New Courses to be offered in connection with the proposed major.
- VI. Identification of Teaching Faculty
  - A. Provide a list of faculty, including their official faculty titles. Indicate if they have been consulted and are willing to participate.
  - B. Explain extent to which faculty teaching responsibilities in proposed major may impact existing programs.
  - C. Estimate need for new faculty, and funding sources.
- VII. Administration

Describe how the proposed major will be administered (program direction, advising, administrative support). If administration is to be shared among staff in different units, explain how this will work.

- VIII. Available Funding  
Describe any additional resources required to support the proposed major and source(s) of funding.
- IX. Library Resources  
Provide a statement from appropriate personnel in Perkins Library Collections management of availability of library resources needed for proposed program.
- X. Assessment Plan
- A. Mission Statement (connecting to Trinity college philosophy and mission)
  - B. Student Learning Objectives / Outcomes
  - C. Indicators or measures of learning objectives / outcomes (evidence of student learning, e.g. research projects, exit interviews, student questionnaires/course evaluations, etc.)
  - D. Implementation plan (include time frame, who is responsible for the process, expected outcome levels or success metrics, and feedback mechanism for program improvement)
- XI. Letters of Support
- A. Letter of Support from Dean of Trinity College of Arts & Sciences
  - B. Letters of Support from Directors of Undergraduate Studies and Chairs of relevant departments. Letters should include confirmation that all faculty in their respective units have been informed about the proposed major, and confirmation of commitment of faculty resources to support proposed major.

**FINAL APPROVAL OF MAJOR RESTS WITH COMMITTEE ON CURRICULUM,  
THE DEAN OF TRINITY COLLEGE, AND THE ARTS AND SCIENCES COUNCIL.**

**DEADLINE: October 1**

Proposals are accepted throughout the year, but in order to be considered by the Curriculum Committee in time to affect the Undergraduate Bulletin for the following academic year, materials must be received by October 1.

Send proposals as e-attachment to Dean Ingeborg Walther at [waltheri@duke.edu](mailto:waltheri@duke.edu)