

FORMAT
DEPARTMENT LETTER OF COMMITMENT TO INTERDEPARTMENTAL DEGREE PROGRAMS

The following is a Format for departmental letters of support to interdepartmental degree programs. While the wording of the letter submitted by the department need not follow this model exactly, each of the points listed here should be covered in such a manner as to provide a clear picture of the extent of the department's commitment to the program needed as the basis for any Graduate Council action.

1. Statement of Department Support for Program

The Department¹ of _____, at its meeting of (date) voted to support and participate in the Interdepartmental Graduate Program in _____ leading to the ___ degree(s) as follows: for___, against___, abstain___.

2. Extent of Departmental Commitment to the Program²

The Department has discussed and agreed upon the following aspects of its commitment to the program. This commitment is made for a period of at least eight years. It is undertaken on the understanding that the Department will be represented on the Committee to Administer the Interdepartmental Degree Program during this period and that the Department thereafter will reconsider the extent of its commitment in accordance with the procedures implied in this Format.

- a. The Department will staff, on a continuing basis, those courses that are included in the program, and will recruit replacement faculty as needed to fulfill this responsibility. The Department will contribute to the administration of the program through appointment of one of its members to the Interdepartmental Committee.
- b. The Department will accommodate increased enrollment in its course that may result from participation in the program as follows. (Please be as specific as possible and elaborate if needed; if none of the alternatives below seem approximately applicable, provide your own statement.)
 - i. The Department will accommodate any type increased enrollment in its courses that may result given the presently projected number of degree candidates in the program.
 - ii. The Department will, if needed, increase the frequency with which the relevant courses are offered.
 - iii. The Department can in general accommodate students from the program only up to a maximum number of ___ each time one of the relevant courses is offered.
 - iv. The Department will make every reasonable effort to adjust the scheduling of its courses in order to ensure that courses involved in the program are offered as needed.

¹ Or where applicable, the Executive Committee of the Department or School.

² Please include all applicable sections. Section 2.a. is regarded by the Graduate Council as the minimal commitment that can be made by a participating department.

c. Please list the Department members that belong to the core faculty on which the operation of the interdepartmental program depend. The Department pledges to make every effort to recruit faculty with similar qualifications for leadership roles in the program should one of these members retire or leave UCLA within the next eight years. (Please include a summary--two pages at the most--of curricula vitae of core faculty, showing major publications of the last five years.)

d. The Department will provide support in the form of (minimum FTE number) Teaching Assistantships to students enrolled in the program. This commitment is made with the understanding that the duties of any students thus appointed will be performed entirely within the Department's teaching program and that all particular assignments to such duties are made at the sole discretion of the Department Chairman or Department member designated by him.

e. The Department will make available to students enrolled in the program departmental resources in the form of laboratory space office or carrel space, use of equipment. (Please specify relevant categories of such resource support and any limitations on utilization by students in the interdepartmental program that do not apply to students in the Department's own programs.)

f. The Department will contribute secretarial services and office space for filing, etc., in connection with the program. (Please indicate specifically how much secretarial assistance the interdepartmental Committee can depend on receiving on a regular basis--e.g., "one half-time secretary.")

3. Departmental Support of Faculty Participation (Please comment on all sections)

a. Release time will be provided, if necessary, for any faculty member whose duties connected with the administration of the interdepartmental program (e.g., as its Chairman) preclude his carrying his full-time teaching load in the Department.

b. The services of faculty members to the interdepartmental program will receive full recognition, for purposes of merit increases or promotions as equivalent to services within the Department itself.

c. Budgetary implications:

i. The duties of Department members in connection with the program will not occasion Departmental requests for additional budgetary support from University sources.

ii. The Department will require additional budgetary support from University or extramural sources in the event that activities connected with the program require a reduction of the Departmental duties of our members as follows. (Please describe--e.g., "release time for periods in excess of x quarters can be provided only in so far as the department is reimbursed 100% with soft money.")

4. Course Offerings

a. The following courses listed by the Interdepartmental Program are offered by our department on a regular basis every year:

Course No. _____ Course Title _____ "Required" or "Elective"
(as listed by program)

b. The following courses listed by the program are offered by our Department on an intermittent basis:

Course No. _____ Course Title _____ Normal Frequency _____ "Required" or "Elective"
(as listed by program)

5. Faculty Participation

a. _____, a tenured member of our faculty, has been directly involved in the development of the program as a member of the planning committee, and will be an active participant in the program after its approval. His/her fields of expertise are:

_____ .

b. Other faculty members who have expressed a firm interest in participating actively in the program are:

(name) (rank) (fields of interest)

c. In addition, the following members of our department regularly give courses in fields related to the program.

(name) (rank) (fields of interest)

6. Chair's Statement of Support