

**GUIDELINES FOR THE LETTER OF DEPARTMENTAL COMMITMENT
TO INTERDEPARTMENTAL DEGREE PROGRAM (IDP)
(Revised October 2001)**

The following is a guide to composing departmental letters of support for IDPs. While individual departmental statements may differ, letters of commitment should address each of the following points.

1. A general summary of the will of the department, indicating:
 - a. specific IDP degree program in question
 - b. depth of departmental support (results of faculty vote)
 - c. term of commitment (usually from 3 to 8 years)
 - d. expected departmental representation on IDP's Administrative (or Steering) Committee.
2. A description of relevant departmental faculty (including rank and field of interest, and if appropriate, percentage of FTE allocated to the IDP) during term of commitment, indicating:
 - a. departmental faculty member(s) who will belong to IDP's Steering Committee
 - b. departmental faculty member(s) who will belong to the IDP's core faculty
 - c. other departmental faculty member(s) who will be expected to participate regularly in the IDP's offerings
 - d. other departmental faculty member(s) who teach in areas related to the IDP.
3. The degree to which the department is willing to recruit replacement faculty for service in the IDP when necessary and to increase the number of committed faculty members in response to increased IDP enrollments.
4. The degree to which, on personnel matters, the department is willing to recognize the service of its members in the IDP.
5. The degree to which the department will supply the following:
 - a. release time for a departmental faculty member who serves as IDP chair
 - b. teaching assistantships (within the department) for graduate students enrolled in the IDP
 - c. departmental laboratory, office, or carrel space, or equipment, for use by the IDP's students
 - d. departmental administrative or secretarial service and space for use by the IDP.
6. Any budgetary constraints affecting the department's continued support of the IDP.
7. All courses (including course number, title, and whether required or elective) listed by the IDP that the department will regularly offer every year.
8. All courses (including course number, title, and whether required or elective) listed by the IDP that the department will offer intermittently.

With the letter of departmental commitment, please enclose two copies of the CVs for all departmental faculty members who are expected to contribute courses to the IDP. We prefer shorter rather than longer CVs (e.g., a 2-page biographical sketch rather than a full CV), but send whatever CV is available. There is no need to create a special CV to accompany the commitment letter.