

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. A [checklist](#) is available to assist in the preparation of a proposal. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Danilo Yanich 831-1710

Department: School of Public Policy and Administration email address__dyanich@udel.edu

Date: October 15, 2012

Action: Revise PhD Program in Urban Affairs and Public Policy

Effective term: Fall, 2013 (13F)
(Use format 04F, 05W)

Current degree: PhD in Urban Affairs and Public Policy
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: No change

Proposed name: No change

Revising or Deleting:

Undergraduate major / Concentration:

Undergraduate minor:

Graduate Program Policy statement change: PhD in Urban Affairs and Public Policy
(attached)

Graduate Program of Study: Revise PhD in Urban Affairs and Public Policy

Graduate minor / concentration:

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?

The proposed change will add a fourth area of specialization in Public Management and Leadership. UAPP 803 Proseminar in Public Management and Leadership has been submitted as a new course for approval. This is the only new course required by the change.

Supply support letter from the Library, Dean, and/or Department Chair if needed
(All new majors/minors will need a support letter from the appropriate administrator.)

The support resources from the Library are already available since the School offers extensive graduate coursework in this new area of specialization.

Supply a resolution for all new majors/programs; name changes of colleges, departments, degrees; transfer of departments from one college to another; creation of new departments; requests for permanent status.

None

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

Not applicable

Identify other units affected by the proposed changes:
(Attach permission from the affected units. If no other unit is affected, enter “None”)

No other unit is affected.

Describe the rationale for the proposed program change(s):
(Explain your reasons for creating, revising, or deleting the curriculum or program.)

The PhD in Urban Affairs and Public Policy currently offers students three areas of specialization and students must stand for qualifying exams in two of the three areas. The proposed change would add a fourth area, Public Management and Leadership, and students would stand for qualifying exams in two of the four areas. Thus, the proposed change enables doctoral students to choose from an additional area of specialization, but does not alter the structure of the doctoral program.

The rationale for the additional area of specialization is that the School has extensive faculty research expertise and scholarship in public management and leadership. It is anticipated that there will be growing interest in this area from prospective doctoral students with strong qualifications. The School already offers extensive graduate work in Public Management and Leadership through its nationally-ranked MPA program, and the graduate program in disaster science and management. The faculty in this research area already support doctoral student research, including dissertations, but without a formal area of specialization. This new area will more systematically engage some of the School’s most research active faculty in support of the doctoral program. .

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

Old Requirement

To introduce students to the primary theoretical frameworks, policy issues and research concerns of the field, they must take at least two of the following three theory and policy pro-seminars:

UAPP 821 Proseminar in Technology, Environment & Society (3 credits)

UAPP 822 Proseminar in Governance, Planning & Policy (3credits)

UAPP 823 Proseminar in Social & Urban Policy (3 credits)

The scope and content of these seminars are regularly reviewed to assure that there is a comprehensive, interdisciplinary focus.

New Requirement

To introduce students to the primary theoretical frameworks, policy issues and research concerns of the field, they must take at least two of the following four theory and policy pro-seminars:

UAPP 821 Proseminar in Technology, Environment & Society (3 credits)

UAPP 822 Proseminar in Governance, Planning & Policy (3credits)

UAPP 823 Proseminar in Social & Urban Policy (3 credits)

UAPP 830 Proseminar in Public Management and Leadership (3 credits)

The scope and content of these seminars are regularly reviewed to assure that there is a comprehensive, interdisciplinary focus.

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson _____ Date _____

Dean of College _____ Date _____

Chairperson, College Curriculum Committee _____ Date _____

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

Revised 02/09/2009 /khs

**POLICY STATEMENT FOR THE
PH.D in URBAN AFFAIRS AND PUBLIC POLICY
SCHOOL OF PUBLIC POLICY & ADMINISTRATION**

8/15/2012

Section 1 - Program Administration

The School of Public Policy & Administration offers the doctor of philosophy in urban affairs and public policy, authorized as a permanent degree by the Board of Trustees in May of 1973.

The Ph.D. program is administered by the School of Public Policy and Administration director operating under guidance specified in the by-laws of the School. The School director appoints a program director for the M.A. and Ph.D. programs in Urban Affairs and Public Policy, responsible for day-to-day oversight of the program.

Section 2 - Degree Requirements

- 2.1 **GENERAL REQUIREMENTS.** The degree of doctor of philosophy is conferred in recognition of breadth of scholarly attainment and of demonstrated ability to investigate problems independently and effectively. In approaching the problems of public policy in an urban society, students are expected to develop theoretical, empirical and analytical knowledge and skills. The doctoral program is interdisciplinary and seeks to prepare students for research, teaching, and policy analysis careers.

The structure of the program includes substantive and methodological core courses, intensive study in an area of research specialization, and the completion of a dissertation demonstrating the student's capacity for independent research.

- 2.2 **THEORY, METHODOLOGY AND POLICY CORE.** Students enroll in a 15-credit core curriculum which defines the field of urban affairs and public policy.

To introduce students to the primary theoretical frameworks, policy issues and research concerns of the field, they must take at least two of the following four theory and policy pro-seminars:

- UAPP 821 - Proseminar in Technology, Environment & Society (3 credits)
- UAPP 822 - Proseminar in Governance, Planning & Policy (3 credits)
- UAPP 823 - Proseminar in Social & Urban Policy (3 credits)
- UAPP 830 Proseminar in Public Management and Leadership (3 credits)

The scope and content of these seminars are regularly reviewed to assure that there

is a comprehensive, interdisciplinary focus.

Concerning methodology, students, upon admission, are expected to have basic, graduate level knowledge of statistics (at the level of UAPP 691 – Quantitative Analysis in Public & Nonprofit Sectors) and research design and methodology (at the level of UAPP 702 - Research Methods in Urban & Public Policy). Remedial course work may be taken if incoming students are inadequately prepared in these subjects, but credit earned may not be used to satisfy other program requirements. Beyond this, students must also take a minimum of six additional credits in one or more of the following areas: advanced research design and methodology, qualitative methods, or quantitative methods. The specific courses to be taken depend on the student's area of specialization.

To complete the set of core requirements, students must also take UAPP 801 - Processes of Social Inquiry. This course examines issues of evidence, inference, and measurement in the social sciences and critical perspectives toward social science methodology.

All students are required to attain a grade of B- or better in all courses counted towards the doctoral degree in Urban Affairs and Public Policy. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0.

- 2.3 RESEARCH. Students are responsible (in consultation with their faculty advisor) for selection of an area of research specialization. Normally, students must complete 15 credit hours in their area of specialization plus take UAPP 863 - Doctoral Dissertation Proposal (3 credits). Exceptions may be made in the total number of credit hours based on prior academic work and professional experience. But, in all cases, students are required to complete UAPP 863. Exceptions must be approved by the student's advisor and program director. Areas of specialization in the Ph.D. program reflect research concentrations in the School, and programs of study in each area are tailored to meet student interests and research objectives. The primary areas of specialization are (1) governance, planning, and management, (2) technology, environment and society, (3) social and urban policy and (4) public management and leadership.

Under the supervision of the student's academic advisor and, over time, the Dissertation Proposal Committee, a "plan of study" is identified which must include advanced theoretical, methodological/quantitative and research work. To define and organize the student's research preparation, the plan of study will generally utilize tutorials, including readings, research, special problems and practicum credits, as well as regularly offered courses.

Second-year students, under the supervision of their Dissertation Proposal Committee, prepare a dissertation proposal of their own design. The Dissertation Proposal Committee reviews the proposal and passes judgment about its

acceptability. A dissertation proposal deemed to be acceptable through this process results in the satisfactory completion of UAPP 863 and permits the student to advance to doctoral candidacy.

Once advancement into doctoral candidacy has been achieved, the student must register for 9 credits of UAPP 969 - Doctoral Dissertation in compliance with University requirements and policies.

2.4 TEACHING/RESEARCH EXPERIENCE. Apart from the requirements described above, doctoral students must have at least one substantive research or teaching experience during their course of study. This requirement may be fulfilled through one of the following:

- 1) A research experience that results in the student producing a paper of "publishable quality." Presentation of this paper by the student at an appropriate academic conference is encouraged but not required. The paper may be produced through the student's research assistantship, or by the student registering for UAPP 868 - Research.
- 2) A teaching experience that consists of the student being a teaching assistant (TA) for at least one semester, or by the student taking an independent study course (UAPP 866 - Teaching Practicum in Urban Affairs and Public Policy) which involves him or her in substantive aspects of teaching a course being taught by the supervising faculty member.

2.5 ACADEMIC AND PROFESSIONAL DEVELOPMENT. To help students be successful, voluntary seminars are provided by faculty and advanced doctoral students covering a variety of topics dealing with adjusting to doctoral study, progressing through the program, proposing and writing a dissertation, and entering the job market.

Section 3 - Graduate Faculty

All faculty of the School of Public Policy & Administration are employed to teach 600 and 800 level courses and seminars and to advise students in the graduate program. The assignment of faculty to teach particular courses and seminars is made by the school director, based on an assessment of faculty interests and background, course demands of the various degrees offered by the School, and the overall workload of the faculty.

Section 4 - Admissions Policy and Procedures

The purpose of the admissions criteria is to identify those applicants with outstanding academic qualifications and a commitment to advanced social inquiry who can benefit from, and make a distinct contribution to the PhD program in Urban Affairs and Public Policy. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of the doctoral program and a subsequent career in social inquiry.

Given its mission, the School seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals is to do research in urban affairs and public policy. To meet its academic and research goals as well as to be responsive to the multicultural backgrounds of prospective students, the School of Public Policy & Administration employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision. (Approved by Academic Council 7/30/86)

4.2 PH.D. ADMISSIONS POLICY STATEMENT. The School has found that the most reliable indicator of likely success in its Ph.D. program is the applicant's record of performance in previous graduate studies. On this basis, admission to the Ph.D. program requires completion of a master's degree in a field or discipline connected with the study of urban affairs and public policy. In addition, successful applicants should meet each of the following criteria:

1. A 3.5 grade point index in previous graduate work at the master's level. (In cases of colleges and universities not using a 4.0 grading system, an assessment of equivalency performance will be made with the assistance of the University Office of Admissions.)
2. Potential for academic and professional achievement as indicated by letters of recommendation from those able to assess the student's capacity to succeed in a Ph.D. program.
3. An interest in multidisciplinary analysis and a compatibility of student interests with faculty scholarship and with the areas of research specialization in the program (judged on the basis of the areas of the student's earlier academic, civic and professional work, through interviews or through the submission of supplementary essays requested in the admission process.)
4. Generally, those admitted to the Ph.D. program have GRE scores in the sixty-ninth percentile or better on both the verbal and quantitative sections and a score of 4.0 or above on the analytical section.
5. For students whose first language is not English, a demonstrated proficiency in English. This may be judged on the basis of their performance in a master's degree obtained from a college or university in which English is the sole language of instruction, or by achieving a score of 105 or better on the Internet based Test of English as a Foreign Language, or by a combination of scores on the TOEFL and the Test of Spoken English.

Other factors may be taken into account as supplementary indicators in cases where all the main criteria are not met but the candidate shows promise of success in our doctoral program. Among these, research capabilities are of particular importance. Applicants may therefore submit research reports, publications, project reports, and other work demonstrating their academic and professional achievement and scholarly ability. The

Ph.D. admissions committee may also consider the overall pattern of academic performance at both the undergraduate and graduate levels and GRE scores.

In accordance with general University practice, applicants must submit official transcripts of all undergraduate and graduate work, GRE scores and three letters of recommendation. Interviews are recommended.

Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission.

4.3 ADMISSIONS COMMITTEES

4.3.1 URBAN AFFAIRS AND PUBLIC POLICY ADMISSIONS COMMITTEE. Applications for the Ph.D. program are assessed by the Ph.D. Program committee. The committee is appointed by the director of the School of Public Policy & Administration. The committee, which is chaired by the Director of the UAPP program, is composed of 2-4 faculty. The Director of the UAPP program makes recommendations for admission to the Ph.D. Program Committee members and seeks their advice. The PhD Program Committee members can also review applicants and make their own recommendations. The final admissions decision rests with the UAPP Director. The UAPP Director's recommendations concerning admissions are transmitted to the Office of Graduate Studies by the chair of the UAPP Director.

4.4 ESTIMATES ON PROGRAM ADMISSIONS. For the Ph.D. program, we expect that approximately 4-6 new full-time students will enter the program each year.

Section 5 - Advisement, Evaluation, and Examinations

5.3.1 STUDENT EVALUATION AND EXAMINATION. The faculty will conduct an annual review of the progress of students enrolled in the doctor of philosophy program. In accordance with University policy, all students must maintain a minimum cumulative index of 3.0 in course work and seminars.

5.3.1.1 QUALIFYING EXAMINATION. Upon completion of the first-year theory and policy core requirements, students must pass a qualifying examination covering two of the four policy pro-seminars and the methodological work in the first year courses.

This testing procedure places emphasis on the interconnected nature of the core and establishes a means to measure competency in basic methodology.

5.3.1.2 SECOND YEAR EVALUATION. At the conclusion of the second

year of study, the Guidance Committee reviews the student's performance and progress in developing a research specialization. The student's doctoral research paper and specialization course performance are the major indicators of progress. Unless additional preparation is deemed necessary, the student's Guidance Committee makes a written recommendation that she/he proceed to organize a Dissertation Committee and prepare a final dissertation proposal.

5.3.1.3 **ADMISSION TO DOCTORAL CANDIDACY.** Students must have completed all University requirements for admission to doctoral candidacy prior to registering for UAPP 969. The stipulations for admission to doctoral candidacy are that the student:

- Has completed an approved program of study (as outlined in the Ph.D. Plan of Study Form)
- Has completed one academic year of full-time graduate study in residence at the University
- Has passed the program's qualifying examination
- Has shown the ability to do research (evidenced by the successful completion of 9 credits in the student's Research Area)
- Has a doctoral dissertation proposal accepted by the Dissertation Committee (see below)

5.3.1.4 **SUSTAINING STATUS.** Doctoral students who have been admitted to candidacy must maintain their matriculation in the degree program during each fall and spring semester by registering for sustaining (UNIV 999):

- All doctoral students must be registered in the term the degree is awarded.
- Sustaining registration is never required for winter session.
- Sustaining registration is not required for summer session unless the degree is to be awarded at the conclusion of the summer session.

5.3.1.5 **FORMATION OF DISSERTATION COMMITTEE.** The student's Dissertation Committee is responsible for assisting the student in preparation of an acceptable final dissertation proposal.

Dissertation proposals must be defended by the student before the full Dissertation Committee. Prior to the defense the proposal shall be distributed to all faculty with requests for written comments. The

chair of the Dissertation Committee will forward an approved proposal, signed by all members of the Committee, to be placed in the student's file.

5.3.1.6 DEFENSE OF DISSERTATION. The Dissertation Committee should be assembled by the chair when a draft of the dissertation is sufficiently complete for the committee to render a judgment regarding the reasonable time of defense. In accordance with University policy, a copy of the dissertation must be available for review at least two weeks prior to the defense. The student will formally defend the study at a public meeting conducted by the Dissertation Committee. (At the conclusion of the dissertation defense, any necessary revisions will be communicated by the chair of the Dissertation Committee to the student. If the student so wishes, the main revisions required shall be set out in writing. A specified time schedule for completion will also be indicated. A copy of this schedule is sent to the Program Director, and it will be placed in the student's file. Revised April 15, 1992) the degree will be awarded upon a positive recommendation of the committee to the School Director and conferred by the Board of Trustees.

5.3.2 STUDENT ADVISEMENT FOR PH.D. PROGRAM IN URBAN AFFAIRS AND PUBLIC POLICY.

5.3.2.1 ADVISORS. After admission to the Ph.D. program, each student is assigned an advisor by the program director. Advisors are assigned in the context of faculty workload and ability. Students may change advisors by submission of the change-of-advisor form to the program director. The advisor will be responsible for day-to-day monitoring or supervision of the student's program in the area of research specialization and the formation of a prospective Dissertation Proposal Committee.

5.3.2.2 Dissertation Proposal Committee. When a student has passed the Qualifying Examination, she/he and the primary advisor form a prospective dissertation proposal committee. The Dissertation Proposal Committee will consist of at least three members of the faculty and is responsible for advisement and supervision of the student in the second year of graduate study leading towards the doctor of philosophy degree. The chair of the student's Committee must be a School faculty member active in the research area selected by the student as their specialization. An Area of Specialization Form indicating committee membership and the student's chosen specialization is to be submitted to the program director.

- 5.3.2.3 **DISSERTATION COMMITTEE.** Approval of a dissertation proposal will formally establish a Dissertation Committee responsible for the advisement and supervision of the student during the period of formal candidacy for the degree. The committee will supervise the writing of the dissertation and administer and evaluate the dissertation defense. A Dissertation Committee, in accordance with university regulations, will have a minimum of four and a maximum of six members. The Dissertation Committee must be chaired by a member of the faculty of the School and at least half of the members must have appointments on the School faculty. At least one member will come from outside the School.

The chair of the student's Dissertation Committee must be a School faculty member active in the research area to which the dissertation is intended to contribute. If a student plans to write a dissertation which specifically addresses a country or countries other than the U.S.A., an appropriate area specialist should be a member of the Committee.

Section 6 - Dissertations

- 6.4 **DISSERTATION.** Procedures relating to the development and evaluation of the Ph.D. dissertation are specified above in Section 5. In accordance with School policy, all students are normally expected to spend two consecutive regular semesters in residence in full-time dissertation research study. The doctoral dissertation is expected to reflect the result of original research written in a scholarly and competent manner. The format and requirements of the dissertation are to conform to those specified in the Office of Graduate Studies' Thesis Manual.
- 6.5 **ESTIMATES ON PROGRAM COMPLETIONS.** It is likely that the School will graduate 3-4 doctors of philosophy in urban affairs and public policy each year.

Section 7 - Nominations of Graduate Students for Financial Aid

Nominations for new students are initiated for the Ph.D. program by the admissions committee and transmitted to the program director.

Nominations for continuing graduate students for financial aid are made by the program director to the School director. All financial aid awards must be approved by the dean.

Section 8 - Courses

All required courses are listed in previous sections. Other doctoral courses are listed in the university catalog.

Checklist for Curriculum Proposals

Yes. 1. Are all **signatures on the hard copy of the proposal**?

Yes. 2. Is the **effective date** correct?

Yes. 3. Is the **rationale** for the proposal consistent with the changes proposed?

Yes. 4. Does the proposed **number of credits** match the stated number?

N/A. 5. Have affected units been identified and contacted? Are required **support letters** attached?

No. 6. Is a resolution necessary? If so, is it attached?

(Necessary for: establishing a major; disestablishing a major; a name change to any program with permanent status; a name change to a department or college; a transfer or creation of any department; request for permanent status).

Yes. 7. Are all **courses (required or referenced)** in the UDSIS Inventory or in the approval process?

Yes. 8. Are all **university requirements** correctly specified?

___ . A. Breadth requirements.

___ . B. Multicultural requirement.

___ . C. Writing requirement.

___ . D. DLE requirement.

Yes. 9. Are all **college requirements** correctly specified?

Yes. 9. Is a side-by-side comparison provided?