

The University of Texas Health Science Center at Houston
The University of Texas M. D. Anderson Cancer Center
Graduate School of Biomedical Sciences

GUIDELINES FOR PROPOSING NEW PROGRAMS

I. Definitions and Background

The Texas Higher Education Coordinating Board has authorized the UT-Houston Graduate School of Biomedical Sciences to award the M.S. and Ph.D. degrees in Biomedical Sciences. Further, the Coordinating Board has, through the years, authorized GSBS to offer “**concentrations**” in which students may focus their studies toward the M.S. and/or Ph.D. degrees in Biomedical Sciences. The concentrations currently approved for GSBS are shown in the table on page 2. The Graduate School uses these categories in creating reports for the State that characterize the academic interests of our students. Also, Ph.D. students may request that their diplomas bear the phrase, “having performed original research in the area of -----” where the dashes represent one of the areas of concentration.

In most, but not all, of these areas, the GSBS Faculty has approved specific **Programs** of study at the master’s or doctoral level. Typically these Programs comprise a group of faculty members in a given area who have designed a model curriculum for students to follow. The Program faculty also develop specialized courses and seminars in the area and provide collective advice on research training in the area. The M.S. and Ph.D. Programs of study currently active in GSBS are shown in the table on page 3.

Each Program that is offered and advertised by GSBS must be approved by the Coordinating Board. If a Program is proposed that is identical in name with one of the approved areas of concentration (see page 2), then approval is necessary only by the GSBS Faculty. If, however, the Program represents a new area of concentration, or is a variation on an existing area, then approval is required by both the Faculty and the Coordinating Board.

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Texas Higher Education Coordinating Board
Inventory of Approved Degree Programs and Concentrations for GSBS
November 2000

Degree program	Area of concentration	Degree levels	
		Master's	Doctoral
Biomedical Sciences	Biochemistry	x	x
Biomedical Sciences	Biostatistics and Biomathematics	x	x
Biomedical Sciences	Biophysics	x	x
Biomedical Sciences	Cancer Biology	x	x
Biomedical Sciences	Cell and Regulatory Biology	x	x
Biomedical Sciences	Genes and Development	x	x
Biomedical Sciences	Genetic Counseling	x	
Biomedical Sciences	Human and Molecular Genetics	x	x
Biomedical Sciences	Immunology	x	x
Biomedical Sciences	Integrative Biology	x	x
Biomedical Sciences	Medical Physics	x	x
Biomedical Sciences	Microbiology and Molecular Genetics	x	x
Biomedical Sciences	Molecular Biology	x	x
Biomedical Sciences	Molecular Carcinogenesis	x	x
Biomedical Sciences	Molecular Pathology	x	x
Biomedical Sciences	Neuroscience	x	x
Biomedical Sciences	Oral Biomaterials	x	
Biomedical Sciences	Pharmacology	x	x
Biomedical Sciences	Physiology	x	x
Biomedical Sciences	Radiation Biology	x	x
Biomedical Sciences	Regulatory Biology	x	x
Biomedical Sciences	Toxicology	x	x
Biomedical Sciences	Virology and Gene Therapy	x	x

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ACTIVE PROGRAMS OF STUDY

Degree: Master of Science in Biomedical Sciences

Program in Genetic Counseling
Program in Medical Physics
[Program in Oral Biomaterials – currently inactive in GSBS]

Degree: Doctor of Philosophy in Biomedical Sciences

Program in Biochemistry and Molecular Biology
Program in Biomathematics and Biostatistics
Program in Cancer Biology
Program in Cell and Regulatory Biology
Program in Genes and Development
Program in Genetics
Program in Immunology
Program in Medical Physics
Program in Microbiology and Molecular Genetics
Program in Molecular Carcinogenesis
Program in Molecular Pathology
Program in Neuroscience
Program in Toxicology
Program in Virology and Gene Therapy

II. Procedural Guidelines for Proposing New Programs

A. Initiation and Consultation

Once a group of faculty members has developed the idea for a new GSBS Program, an early step should be to consult informally with the Dean and/or Associate Dean of the Graduate School. The purpose of this consultation is only to provide initial feedback and guidance to the interested faculty members. The Dean(s) will supply the faculty with these Procedural Guidelines and any other relevant information, such as the proposals of previously approved Programs, that will facilitate the initiation of the Program.

B. Formation of a Steering Committee

The interested faculty members will form a Steering Committee of, perhaps, five to ten members. The Steering Committee will

1. Identify one of its members as Chair of the Committee, *pro tempore*;
2. Provide written notification to all potentially interested GSBS faculty members in order to announce their intention to create a Program and to solicit the input of the faculty into the process;
3. Hold meetings, as necessary, to discuss issues relating to the structure and function of the proposed Program; and
4. Draft the Program proposal.

C. Program Proposal

The proposal should include the following sections and information, not necessarily in this order:

1. Rationale and Objectives -- history and justification of the Program; Program objectives or goals; overview
2. Organization -- composition and functions of the Program Faculty; Recruitment Coordinator/Committee; Admissions Coordinator/Committee; Seminar Coordinator/Committee; Steering or Executive Committee; Program Director (identify Director, *pro tempore*, if one has been selected)
3. Faculty -- a listing of the faculty members -- “regular” (GSBS faculty members) and “supporting” (non-GSBS faculty) -- who have agreed to participate in the Program, with their titles, institutional affiliation, and research interests
4. Curriculum and Courses -- required and elective courses in the curriculum; Catalog descriptions of existing courses taught by Program members and courses to be developed; special examinations (if any) and other requirements.
5. Students and Student Procedures -- size, composition of potential student body in the Program; Program admission requirements and procedures; advisors and student committees; timetable for the prescribed course of study; criteria for satisfactory progress; disciplinary procedures and dismissal
6. Funding and Facilities -- actual and anticipated sources of funding for the Program; principal facilities and loci of Program activity

D. Standing Committee Review Procedures

The Program proposal is submitted to the Dean of the Graduate School. The Dean and his/her staff will make an initial review of the proposal to identify any areas that require additional information or elaboration. The draft, approved by the Dean for review, is then forwarded via the Executive Committee to the Admissions, Academic Standards, Curriculum, Membership, and Program Coordinating Committees

for their review. From these reviews, the Executive Committee can return the proposal to the Steering Committee for modifications or it can be forwarded to the Faculty with a recommendation for its approval. In the latter case, the proposal is presented at the next regularly scheduled Faculty meeting in the form of a motion from the Executive Committee, under new business.

E. Faculty Review

The Faculty may conduct an initial discussion of the proposal at the meeting at which it is presented. Following this meeting, the proposal will be made available to the Faculty at large for review and will be voted on at the next regularly scheduled Faculty meeting.

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