

School of Arts & Sciences

Frequently Asked Curriculum Questions

What are the key principles of the curriculum submission process?

- The more complex the proposal, the longer the approval process. Proposals for new major programs, or substantial revisions to existing programs, typically require two months of review at the level of the Dean's Office.
- All curriculum proposals must originate from a department or interdisciplinary program in the School.
- Once approved at the departmental or program level, the Dean of A&S and, in the case of courses that carry graduate credit, the Dean of the Graduate School, must approve them before the official deadline.
- After the Dean has approved proposals, they are submitted to the chair of the Curriculum Committee for inclusion on the monthly agenda. The committee chair determines which subcommittees (A&S, General Education, SEPS, etc.) will review the proposal.
- Departments or programs must send a representative to every subcommittee meeting at which the proposal will be reviewed. If no one from your department appears and is prepared to answer questions, your proposal will be held over to the following month regardless of any urgency on the department's part.
- Once all subcommittees have approved, the proposal will be voted upon at the main meeting of the Curriculum Committee, and then submitted as part of the Curriculum Committee's report to the Faculty Senate. After the Faculty Senate approves the curriculum report, it is then forwarded to the President's Office for final approval.

How do we submit a proposal?

- Once a proposal has been approved at the departmental or program level, it must be submitted online via the Curriculum Committee's [website](#). Look for the drop-down menu of curriculum forms. After you have filled out the online curriculum form and clicked to submit it electronically, print a copy so that you can obtain the requisite signatures (at minimum, department/program chair, and dean). For additional guidelines and information, see the submission [checklist](#) and [FAQ](#).
- Submit the completed, signed curriculum form to the Dean's Office at least ONE WEEK BEFORE the official Curriculum Committee deadline. Proposals that are received one week in advance will be reviewed before the deadline, barring unforeseen circumstances. Please note that review does not guarantee approval.

What issues should we keep in mind as we complete the online submission form?

- Both course title and description should be as concise as possible.
- Proofread your submission for grammar, style, and clarity. It is better to invest some time in advance, than to waste time in committee “wordsmithing” your proposal.
- Complete ALL of the fields, entering “not applicable” or “none” when appropriate.
- Pay special attention to “Faculty Effects.” If you are adding a new course, indicate who will teach the course, and how that person’s schedule will be changed to accommodate this new offering. Be as specific as possible.

What rules of etiquette should we know?

- Avoid pointless “turf battles.” If your proposal will affect another department in A&S or another school, seek a signature from the other department chair/s as a courtesy before sending the proposal form to the A&S Dean’s Office.
- Disputes between A&S departments should be resolved before the A&S subcommittee meeting if at all possible. In any event, lingering disputes should be resolved in the A&S subcommittee meeting, not at the main meeting. Faculty representatives from the other schools resent being asked to adjudicate disputes that should have been settled by the subcommittee.
- Disputes between an A&S department and a department in another school should be brought to the attention of the Dean’s Office before the subcommittees meet.

Why does the Dean’s Office require one week to review curriculum proposals?

- Although many course changes are trivial, others require careful review because they entail allocation of additional resources (e.g., specialized classrooms, additional load credits of faculty support). We cannot support proposals unless they can be funded and staffed properly.
- The Graduate Dean must review graduate courses and programs as well. Having one week to review a proposal allows us to ensure that it can be sent to the Graduate School in a timely fashion.
- It should be added that the Dean’s Office can be swamped at times by accreditation visits, promotion and tenure reviews, and the occasional crisis. Sometimes, our staff are even out sick, off attending a conference, or on vacation.