The curriculum shall be managed through shared oversight by faculty and administration. Faculty members shall develop the curriculum, approve all curricular offerings and evaluate the effectiveness and currency of the curriculum. The administration shall develop processes to assist faculty in the oversight of the curriculum and develop the resources for academic offerings.

1. **Origination**
   Curricular developments shall be originated by a faculty member or members. Each curricular development shall be detailed on the appropriate form initiated by the faculty member, which shall include the faculty member’s signature. Forms are available from the Office of the Provost/Vice President for Academic Affairs. Proposed developments shall be reviewed and appropriately endorsed by the department with responsibility for the curriculum.

2. **Departmental Reviews**
   Curricular developments shall be reviewed by the Departmental Curriculum Committee which shall consist of the department head or program coordinator as committee chairperson and at least two faculty members.

   A. In departments with ABET or other professionally accredited programs, the Departmental Curriculum Committee will include designated representation of the professionally accredited program.

   B. The Department Curriculum Committee shall review all proposed curricular changes and make a recommendation to the departmental faculty; prepare self-study materials for all program reviews; review the results of the university assessment system and recommend appropriate action relative to the curriculum assigned to the department; review the syllabus for all courses and recommend appropriate action to revise, maintain or delete courses from the curriculum.

   C. The recommendation of the Departmental Curriculum Committee shall be reported to the departmental faculty for appropriate endorsement action. The department head shall report the recommendations of the Departmental Curriculum Committee and the actions of the faculty endorsing such recommendation to the University Curriculum Committee.

   D. Curriculum developments involving interdisciplinary degree programs shall initiate in and be approved by the Steering Committee for the degree. In the case of interdisciplinary graduate degree programs, the chairperson of the Steering Committee shall forward approved curricula proposals to the executive administrator(s) of and
committee(s) with oversight responsibility for graduate education and/or research, as appropriate.

3. **University Faculty Review and Approval**
Curricula developments approved by the departmental Curriculum Committee shall be submitted to the University Curriculum Committee for review and appropriate endorsement for action by the university faculty.

A. The University Curriculum Committee shall consist of ten faculty representatives appointed by the Faculty Senate in consultation with the Provost/Vice President for Academic Affairs. An individual faculty member may serve as chairperson of the University Curriculum Committee for no longer than three years.

B. The chairperson of the University Curriculum Committee shall report the results of the review including proposed endorsement actions if any, to the university faculty at a regularly scheduled meeting of the university faculty for a vote of approval or disapproval by the faculty. The chairperson of the Faculty Senate shall report the results of the university faculty vote to the Provost/Vice President for Academic Affairs. The chairperson of the University Curriculum Committee shall forward all curricula proposals considered by the committee to the Provost/Vice President for Academic Affairs.

*ten faculty representatives appointed by the Faculty Senate in consultation with the Provost.*

4. **University Administrative Review and Approval**
The Provost/Vice President for Academic Affairs shall review all curricula approved actions of the university faculty and make a determination of the adequacy of resources available to support the proposed curricula actions.

A. If the Provost/Vice President for Academic Affairs determines that the resources available are inadequate, the Provost/Vice President for Academic Affairs shall document the evaluation and return the curricula request to the originator for possible further action with copies to the chairperson of the University Curriculum committee and chairperson the Faculty Senate.

B. If the Provost/Vice President for Academic Affairs deems that adequate resources are available to appropriately implement the endorsed curricula changes, the Provost/Vice President for Academic Affairs shall forward the proposed curricula in the form required by the Board of Regents to the appropriate persons at the Board of Regents Office.


**BOR Reference:** Policy 1:10, Policy 2:7, Policy 2:8, Policy 2:23, Policy 2:29, Policy 4:12, University Faculty Collective Bargaining Agreement, sects 2.3 and 5.1