



# Proposals Submission Specifications

**Curricular proposals** should be submitted through the [Curriculum Information Management \(CIM\) System](#).

**Non-curricular proposals** should be submitted via the [Proposal Submission Form](#).

Only proposals following these formats will be accepted by the Senate Office.

Click below for the relevant deadlines:

- [University Curriculum Committee](#) (UCC): Undergraduate proposals
- [Graduate Council](#): Graduate proposals
- [General Welfare Committee](#) (GWC): all non-curricular proposals and curricular proposals with UCC or Graduate Council approval
- [Faculty Senate](#): all proposals with GWC approval

---

## Table of Contents

(This list is not inclusive, for specific questions, please contact the Faculty Senate office, [FacSen@miami.edu](mailto:FacSen@miami.edu).)

- I. [How to Submit](#)
  - A. [Mandatory Memoranda and Format](#)
  - B. [Approval or Notification Chart](#)
    1. [Schools and Colleges](#)
    2. [Department, Programs, and Certificate Programs](#)
    3. [Degrees, Majors, Minors, and Tracks, or the equivalent and any curricula changes](#)
    4. [Centers and Institutes](#)
- II. [Helpful Tips and Examples](#)
  - A. [General Considerations and Notes](#)
  - B. [Examples](#)

# HOW TO SUBMIT

## A. Mandatory Memoranda and Format

Each proposal submitted to the Faculty Senate Office must include the following memoranda and materials in this order. If any of the required memorandum or materials listed below are not, in your opinion, relevant, then include on the [Proposal Submission Form](#) or in [CIM](#), a brief explanation of your conclusion regarding its lack of relevance and reasons for its omission.

Proposal examples can be found under “[Helpful Tips and Examples.](#)”

**Curricular Proposals (must be submitted through CIM):** Click [here](#) for a visualization of the workflow for Curricular Proposals.

1. Complete explanations, as required by the CIM system.
2. A memo or approval in CIM, including the outcome and date of the vote of the faculty members of the relevant department(s) or interdisciplinary program advisory board.
3. A memo or approval in CIM from the relevant School/College Council(s) or School/College Faculty, depending on unit bylaws.
4. A memo or approval in CIM from the relevant Dean(s) signifying approval of the faculty of the relevant School(s)/College(s)
5. A memo or approval in CIM from the Office of Accreditation and Assessment (OAA) if the proposal involves academic programs (degrees, certificates, majors, minors, concentrations, specializations, tracks, etc.) such as new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).
6. A memo or approval in CIM from either the University Curriculum Committee (UCC) for Undergraduate proposals or Graduate School Dean<sup>1</sup> signifying approval of the Graduate Council (for graduate programs only, and excluding Law and Medical Education Programs).
7. A memo or approval in CIM from the Academic Deans Policy Council (ADPC) approval (for interdisciplinary issues only).
8. Additional required documents as listed below (include in the order as listed).

**Non-Curricular Proposals:** Click [here](#) for a visualization of the workflow for Curricular Proposals.

Complete the [Proposal Submission Form](#), compiling all documents into a single PDF, which should be uploaded at the end of the form. Each proposal must include:

1. Letter of explanation for the proponent.

---

<sup>1</sup> Both UCC and Graduate Council approvals are needed for Bachelors/Masters combined programs.

2. A memo from the department chair (or program director) including the outcome and date of the vote of the faculty members of the relevant department(s) (or interdisciplinary program advisory board).
3. A memo or approval in CIM from the relevant School/College Council(s) or School/College Faculty, depending on unit bylaws.
4. A memo from the dean(s) signifying approval of the faculty of the relevant School(s)/College(s).

## B. Approval or Notification Chart

The charts below explain which actions require Faculty Senate Approval, Faculty Senate Notification, and Contact with the Faculty Senate for further instructions.

**All** of the topics listed below **require** Departmental and/or School/College approval. However, this list is not all-inclusive, and the Faculty Senate Office, Graduate School, Office of Assessment and Accreditation (OAA), Academic Deans Policy Council (ADPC), and Board of Trustees **may require** additional notification or approval, especially for matters affecting the entire University and/or infrequent actions.

### 1. Additional Requirements for **Schools and Colleges**:

	Faculty Senate Approval Required	Faculty Senate Notification Required <sup>2</sup>	Contact Faculty Senate Office for Further Instructions
<b>Schools and Colleges</b>	<ul style="list-style-type: none"> <li>• Establish or dis-establish</li> <li>• EDUCATOR FACULTY number: authorization or change within School/College<sup>3</sup></li> <li>• Name change</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint ad hoc committee for Schools/Colleges faculty promotion and/or tenure</li> <li>• Change in school-level degree requirements</li> </ul>	

a. For submission of proposals for the **establishment of new Schools and Colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section A of these Guidelines.
- ii. An executive summary.

<sup>2</sup> See Section I, "Mandatory Memoranda and Format," for required documents

<sup>3</sup> Prior to approval, it is recommended that: (i) the full voting faculty of the School/College ratifies the change and (ii) the School/College provides an explanation of any additional requirements for appointing EDUCATOR FACULTY with the title of professor, if applicable. Alternatively, the School Council may ratify the change if an annual vote by the full voting faculty if authorized by the School Council to do so.

iii. A highly detailed description of each of the following with the applicable title preceding each section:

- The mission (purpose and goals),
- Market analysis/demand, and
- An assessment of library collections and a detailed budget. (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process.)

iv. A memo from the dean(s) and/or Provost indicating approval of the proposed budget.

v. For proposals pertaining to the establishment of a new school, a document specifying the makeup of the initial School Council (*Faculty Manual* section A5.1) must also be included.

b. For submission of proposals for the **dis-establishment of Schools and Colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. An executive summary.
- ii. A memo explaining the reason for the dis-establishment and the number of students, if any, currently enrolled in the School or College.

c. For submission of proposals to authorize or change the number of **EDUCATOR FACULTY**, proponents need to provide to the Faculty Senate Office:

- i. An explanation from the dean signifying approval of the faculty of the relevant School(s)/College(s) or departments, and an explanation of how these lines are to be filled, i.e. with a national search, etc.
- ii. A cap, specified by a number, of such positions with a breakdown of the number by department, for departmentalized schools.
- iii. Compare the number of EDUCATOR FACULTY to the number of tenure/tenure-track lines.
- iv. A definition of the positions by department and include for each department the descriptive modified professorial title, the requisite qualifications and duties that identify the professional practice.

d. For submission of proposals for **name changes of existing Schools and Colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.

- ii. A brief memo explaining, at a minimum, the reason for the change and the standard and trend in the industry, and indicating that the new title is justified and does not result in undue overlap with titles of other existing Schools/Colleges.

## 2. Additional Requirements for **Departments, Programs, and Certificate Programs**

	Faculty Senate Approval Required	Faculty Senate Notification Required	Contact Faculty Senate Office for Further Instructions
<b>Departments and Programs</b> <sup>4</sup>	<ul style="list-style-type: none"> <li>• Establish, re-establish, or combine</li> <li>• Suspend, terminate, inactivate, discontinue, or close</li> </ul>	<ul style="list-style-type: none"> <li>• Change of modality to or from in-class, distance learning, or online learning<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Suspend or freeze the admission of new students</li> </ul>
<b>Certificate Programs</b> <sup>6</sup>	<ul style="list-style-type: none"> <li>• Establishment or disestablishment of programs for undergraduate students giving University credit and the majority of the credits are taken through distance learning.</li> <li>• Establishment or disestablishment of programs giving University credit, where enrollment is open to students outside the University, or students from outside the undergraduate or graduate/professional school degree program.</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment or disestablishment of programs within a school, restricted to students within a major, or students in a graduate/professional school degree program.</li> <li>• Establishment or disestablishment of programs intended for persons not enrolled in the University, and who do not receive credit.</li> <li>• Change of modality to or from in-class, distance learning, or online learning.</li> </ul>	

a. For submission of proposals for the establishment or re-establishment (when previously suspended) of new Departments, Programs<sup>7</sup>, and Certificate Programs<sup>8</sup>, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals in CIM or on the submission form as outlined in Section

<sup>4</sup> Curricular programs use CIM, non-curricular programs use the Proposal Submission Form.

<sup>5</sup> If there are any changes to the program, including in faculty members, curriculum, credit hours, or admission requirements, Senate approval will then be required.

<sup>6</sup> Legislation #2013-26(B)

<sup>7</sup> Curricular programs use CIM, non-curricular programs use the Proposal Submission Form.

<sup>8</sup> Curricular programs use CIM, non-curricular programs use the Proposal Submission Form.

A of these Guidelines.

ii. An executive summary.

iii. A description of each of the following with the applicable title preceding each section:

- The mission (purpose and goals).
- Market analysis/demand.
- An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).

iv. Approval in CIM or on the submission form from the dean(s) and/or Provost indicating approval of the proposed budget.

v. For proposals pertaining to the establishment of a new department, a document specifying the makeup of the initial Consultative Committee for the appointment of a department chair (*Faculty Manual* section A13.2).

b. For submission of proposals for the **closing, termination, suspension or abolition of Departments, Programs, and Certificate Programs**, proponents need to provide to the Faculty Senate Office:

i. All applicable approvals in CIM or on the submission form as outlined in Section I of these Guidelines.

ii. An executive summary.

ii. A brief explanation of the reason for the abolition and the number, if any, of students currently enrolled in the Department, Program, or Certificate Program.

c. For submission of proposals for **name changes of existing Departments, Programs, and Certificate Programs**, proponents need to provide to the Faculty Senate Office:

i. All applicable memoranda or approvals in CIM or on the submission form as outlined in Section I of these Guidelines.

ii. An executive summary.

ii. A brief explanation, at a minimum, the reason for the change and the standard in the industry and indicating that the new title is justified and does not result in undue overlap with titles of other existing departments or programs.

d. For submission of proposals for the **combination of existing Departments, Programs, or Certificate Programs**, proponents need to provide to the Faculty Senate Office:

i. All applicable memoranda or approvals in CIM or on the submission form as outlined in Section I of these Guidelines.

- ii. An executive summary.
- ii. A detailed memo or explanation in CIM explaining, at a minimum, the reason for the combination, indicating that the title of the newly combined Department/Program/Certificate is justified and does not result in undue overlap with titles of other existing departments, programs, or certificates, and indicating compliance with all relevant provisions outlined in Section A11 of the *Faculty Manual*.

e. For submission of proposals for the **transfer of a Department from one School/College to another School/College**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. An executive summary.
- ii. A detailed memo explaining, at a minimum, the reason for the transfer and indicating compliance with all relevant provisions outlined in Section A11 of the *Faculty Manual*.

### 3. Additional Requirements for **Degrees, Majors, Minors, Tracks or equivalent, and curricula changes**

	Faculty Senate Approval Required	Faculty Senate Notification Required	Contact Faculty Senate Office for Further Instructions
<b>Degrees, Majors, Minors, Tracks or the equivalent, curricula changes</b>	<ul style="list-style-type: none"> <li>• Establish, re-establish, abolish, or combine degrees (only if new classes are added).</li> <li>• New major/minor.</li> <li>• New track for major/minor or graduate degree.</li> <li>• New graduate degree.</li> <li>• Establishing joint/dual degree within UM<sup>9</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Change of modality to or from in-class, distance learning, or online learning<sup>10</sup></li> <li>• Name change only (degree or program).</li> <li>• Name change only (track/concentration).</li> <li>• Disestablish, inactivate, or reactivate major/minor or graduate degree.</li> <li>• Streamline two-degree programs</li> </ul>	

<sup>9</sup> Both UCC and Graduate Council approvals are needed for Bachelors/Masters combined programs.

<sup>10</sup> If there are any changes to the program, including in faculty members, curriculum, credit hours, or admission requirements, Senate approval will then be required.

	<ul style="list-style-type: none"> <li>• Establishing a joint/dual degree: partnership with institution outside UM.</li> <li>• Change Credit Hours for an Existing Major or Minor</li> <li>• Change the home or administering school for degrees or programs.</li> <li>• Curricular changes considered more significant than those listed for Notification Only items.</li> </ul>	<p>(same or multiple Schools/Colleges).</p> <ul style="list-style-type: none"> <li>• Curricula changes that consist of re-organizing existing classes.</li> </ul>	
--	---	---	--

a. For submission of proposals for the establishment (or the re-establishment of previously suspended) of new Degrees, proponents need to provide to the Faculty Senate Office:

i. All applicable approvals as outlined in Section A of these Guidelines.

ii. For Graduate Degrees and Certificate Programs (excluding Law and Medical Education) comply with the requirements contained in <https://www.grad.miami.edu/graduate-education/graduate-council/index.html>

iii. An executive summary.

iv. A description of each of the following with the applicable title preceding each section:

- The mission (purpose and goals).
- Market analysis/demand.
- An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).

v. Approval from the dean(s) and/or Provost indicating approval of the proposed budget.



b. For submission of proposals for the **establishment (or the re-establishment of previously suspended or inactive) Majors, Minors and Tracks**, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals as outlined in Section I of these Guidelines.
- ii. An explanation, at a minimum, of:
  - The reason for the establishment or reestablishment
  - An assessment of the program's purpose and goals.
  - A description of the market analysis and demand in the job market for graduates in the field.

c. For submission of proposals for the **suspension, closure, abolition or discontinuation of Graduate or Undergraduate Degrees, Majors, Minors or Tracks**, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals as outlined in Section A of these Guidelines
- ii. A brief explanation of the reason for the abolition and the number, if any, of students currently enrolled in the Degree, Major, Minor or Track

d. For submission of proposals for **name changes of existing Majors, Minors, Tracks and Graduate or Undergraduate Degrees**, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals as outlined in Section A of these Guidelines.
- ii. A brief explanation of the reason for the change and the standard in the industry, and indicating that the new title is justified and does not result in undue overlap with titles of other existing degrees.

e. For submission of proposals for the **combination of existing Graduate or Undergraduate Degrees within the same school or college**, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals as outlined in Section A of these Guidelines.
- ii. A detailed explanation, at a minimum, of the reason for the combination, and indicating that the title of the newly combined Degrees is justified and does not result in undue overlap with titles of other existing degrees.
- iii. A brief outline of budget implications, if any.

f. For submission of proposals for the **establishment of a Graduate or Undergraduate Dual/Joint Degree between two or more schools or colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals as outlined in Section A of these Guidelines.

- ii. An executive summary.
- iii. A description of each of the following:
  - The mission (purpose and goals).
  - Market analysis/demand.
  - An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).
- iv. Approval in CIM or a Memoranda of Understanding from the dean(s) and/or Provost indicating approval of the proposed budget and revenue share plan.

g. For submission of proposals for the **establishment of a Graduate or Undergraduate Dual-Degree with an institution outside the University of Miami**, proponents need to provide to the Faculty Senate Office:

- i. All applicable approvals as outlined in Section A of these Guidelines.
- ii. An executive summary.
- iii. A description of each of the following:
  - The mission (purpose and goals).
  - Market analysis/demand.
  - An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).
- iv. A memo from the Provost or the President of the outside institution indicating support for the proposal.
- iv. A memo from the University of Miami Provost or the President indicating support for the proposal.

#### 4. Additional Requirements for **Centers and Institutes**

	Faculty Senate Approval Required	Faculty Senate Notification Required	Contact Faculty Senate Office for Further Instructions
<b>Centers and Institutes</b>	<ul style="list-style-type: none"> <li>• Charter revision<sup>11</sup></li> <li>• Name change</li> <li>• Establish<sup>12</sup> or disestablish</li> </ul>	<ul style="list-style-type: none"> <li>• Re-establish or renew</li> </ul>	

For information on guidelines for Centers and Institutes, please see:

[https://fs.miami.edu/\\_assets/pdf/facultysenate/Documents/CentersInstitutesGuidelines.pdf](https://fs.miami.edu/_assets/pdf/facultysenate/Documents/CentersInstitutesGuidelines.pdf)

<sup>11</sup> This only applies to University-wide Centers/Institutes.

<sup>12</sup> See Faculty Manual, sections B6.5, B6.6 for provisional status for Centers/Institutes.

# HELPFUL TIPS AND EXAMPLES

## A. General Considerations and Notes:

1. These proposal guidelines are general and illustrative. They may vary depending on the particular type of proposal being submitted, and additional information may be requested throughout the approval process.
2. It is helpful for schools and colleges to consult informally with the General Welfare Committee (GWC) and/or Faculty Senate Officers prior to making a formal presentation.
3. It is also often helpful if, at an early stage, informal consultations are held with the Faculty Senate Office. A pre-proposal discussion with the Senate Chair or the General Welfare Committee (GWC) may be advised, particularly if the proposal is complex or may involve some controversy.
4. Although the Faculty Senate Office requires all proposals to be submitted with a memo or approval as noted under the “How to Submit” section of this document, this requirement is not meant to provide the relevant faculty with veto power over proposals. The Faculty Senate Office is simply seeking a letter expressing the relevant faculty’s views on the proposals.
5. The Senate strongly prefers to see letters of support from Deans, Department Chairs, or heads of *other units* that might be affected. This does not mean that other units have a veto over new units or programs. Nevertheless, avoiding pointless overlap and confusing unit and program names is a consistent Senate concern, which is largely alleviated by such support letters.
6. It is recommended and courteous to consult informally with the GWC member for the unit representing the proposal, prior to the proposal coming before the GWC, so that they are aware of the major points of the proposal should any questions arise in Executive Session.
7. When a proposal is a major one, it is often helpful, particularly for a presentation to the Senate itself, if the presenters are the Dean and the most directly involved faculty member (proponent).
8. As all legislation is posted to the internet, if CVs are included in a proposal, please ensure that any [personally-identifiable information \(PII\)](#) is removed. This includes home address, home phone number, personal email address, social security number, date of birth, driver’s license number, or visa information.
9. In addition to Faculty Senate action, some of these actions require the formal approval of SACSCOC, obtained through the Office of Assessment and Accreditation (OAA) or the Academic Deans Policy Council (ADPC). Please contact the Senate Office for assistance.

## B. Examples

To view previously approved proposals, see the following legislations:

New undergraduate degree/major/co-major/minor:

2023-24(B) - [Establishment of a Co-Major in Innovation and Society, College of Arts and Sciences](#)

New graduate degree/program:

2023-17(B) - [Establishment of an Online Master of Legal Studies, School of Law](#)

New department:

2018-60(B) – [Create the Department of Medical Education, Miller School of Medicine](#)

New interdisciplinary program:

2022-12(B) – [Create an Interdisciplinary Program in Cuban Studies, College of Arts and Sciences](#)

New Center/Institute (non-CIM)

2023-25(B) – [Establishment of the University-Wide Institute for the Mathematical Sciences of the Americas \(IMSA\) – College of Arts and Sciences](#)

Unit or department name change:

2021-50(B) – [Name Change of the Rosenstiel School of Marine and Atmospheric Science TO Rosenstiel School of Marine, Atmospheric, and Earth Science](#)

Inactivating an existing program/major/degree:

2023-21(B) – [Inactivate the Master of Arts in Environment, Culture, and Media, The Graduate School](#)

Curricular changes:

2023-09(B) – [Curricular Changes to the Master of Science in Data Science, including the Proposal of a New Track in Bioinformatics, College of Arts and Sciences](#)