FACULTY SENATE APPROVAL PROCESS
For Curricular Proposals

Prior to coming before the General Welfare Committee (GWC), all curricular proposals must have confirmation of support as part of the CIM Program submission:

- **Faculty**
  - A support memo*, including the outcome and date of the vote of the faculty members of the relevant department(s) or interdisciplinary program advisory board.

- **Chair/Director**
  - A support memo* from the Chair of the relevant departments or the program director (for interdisciplinary proposals).

- **School/College**
  - A support memo* from the relevant School/College Council(s) or School/College Faculty, depending on unit bylaws.

- **Dean**
  - A support memo* from the relevant Dean(s).

- **OAA**
  - A memo from the Office of Accreditation and Assessment (OAA) if the proposal involves updates to existing academic degrees, certificates, majors, minors, concentrations, specializations, tracks, etc., new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).

- **UCC or Graduate Council**
  - Undergraduate programs: approval of Faculty Senate University Curriculum Committee (UCC).
  - Graduate programs: A memo from the Graduate School Dean signifying approval of the Graduate Council.

- **ADPC**
  - Interdisciplinary issues may be referred to the Academic Deans Policy Council (ADPC) by the Graduate Council, UCC, or Faculty Senate.

*Support memos can be in the form of PDF attachments to the CIM proposal (letters or emails) or by entering confirmation in the comments section of the CIM proposal as part of the approval workflow.
Once the proposal is received in full by the Faculty Senate Office, it will be considered for an upcoming GWC meeting.

Visit [https://fs.miami.edu](https://fs.miami.edu) for a list of meeting dates and proposal deadlines.

### GWC

- Submission of a proposal to the General Welfare Committee (GWC).
- The proposal must be submitted through the University’s Curriculum Information Management System (CIM) by the deadline of the relevant GWC meeting.
- The proponent should be prepared to answer questions and give a brief summary of the proposal at the GWC meeting.

### Senate

- Upon the recommendation of the GWC, the proposal will be placed on the Faculty Senate agenda.
- The proponent should be present at the Faculty Senate meeting to present a brief summary of the proposal and answer questions, if requested.
- The Senate may require two readings.
- Approval of the proposal by the Faculty Senate as Class B legislation will be forwarded to the President by the Faculty Senate Chair. Class D legislation is forwarded to the President for notification only.

### Required Approvals Post-Faculty Senate

- Approval of the President.
- Approval of (or notification to) the Academic Affairs Committee and the Executive Committee of the Board of Trustees (includes new degrees, or establishment, disestablishment, and revisions to existing curricula).

### Post-Approval

- The Office of the Registrar will receive any CIM changes for implementation in the next Academic Bulletin.
- The Provost, after consultation with the Graduate School, shall report to the Senate on the status of new graduate programs within three years of their establishment (per Legislation #95012(D)).
- Periodic five-year reviews may be conducted on all other programs, as required by the *Faculty Manual* or as deemed appropriate by the Faculty Senate or the Executive Vice President and Provost (see *Faculty Manual* section C18.2.3).