FACULTY SENATE APPROVAL PROCESS
For Curricular Proposals

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

Faculty

- A memo*, including the outcome and date of the vote of the faculty members of the relevant department(s) or interdisciplinary program advisory board. These are typically written by the department chair or program director.

Chair/Director

- CIM Approval of the chair of the relevant departments or the program director (for interdisciplinary proposals).

School/College

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

Dean

- A 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: CIM approval of Faculty Senate University Curriculum Committee (UCC).
- Graduate programs: CIM approval of the Graduate School Dean signifying the 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.

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 for a list of meeting dates and proposal deadlines.

GWC

- Submission of a proposal to the General Welfare Committee (GWC).
- The proposal must be received by the Senate Office through CIM by the deadline of the relevant GWC meeting.
- The GWC may require two readings.
- 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.
- In some cases, approval of (or notification to) the Academic Affairs Committee and the Executive Committee of the Board of Trustees. Proponents will be informed if this step is required by the Senate Office.

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).