

I. APPROVAL PROCESS – Non-Curricular Items

A. Senate Approval Process

1. Submission of the complete proposal package of materials to the General Welfare Committee. The proposal must be received in 1 pdf document in electronic form at least 9 days in advance of the relevant General Welfare Committee meeting. Visit <https://fs.miami.edu> for a list of meeting dates and proposal deadlines. The proponent should assume that the General Welfare Committee has already reviewed the document, and thus give a brief oral summary only of the proposal.

2. Upon the recommendation of the General Welfare Committee, the proposal will be placed on the Senate agenda. A proponent should be present at the Faculty Senate meeting to answer questions and to present a brief summary of the proposal if requested. Visit <https://fs.miami.edu> for a list of meeting dates. The Senate may require two readings, but often waives the second reading.

3. Approval of the proposal by the Faculty Senate as Class B legislation will be forwarded to the President by the Faculty Senate Chair.

B. Required Approvals Post-Faculty Senate

1. Approval of the President.

2. Approval of the Academic Affairs Committee and the Executive Committee of the Board of Trustees (for new or revised programs, new or revised degrees, and University-wide Centers and Institutes).

C. Post-Approval Review

1. 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)).

2. 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).