

# Faculty Senate

## Proposals Submission Specifications

(**Note:** Proposals of curriculum changes are to be submitted through the University's Curriculum Information Management System (CIM), including documents as noted below.

All other non-curricular proposals are to be submitted via email to [FacSen@miami.edu](mailto:FacSen@miami.edu) and include a completed [Proposal Submission Form.](#))

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

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# HOW TO SUBMIT

## A. Mandatory Memoranda and Format for submission of proposals requiring Faculty Senate Notification and/or Approval

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 Submission Form or in CIM, a brief explanation of your conclusion regarding its lack of relevance and reasons for its omission. The applicable title must precede each section and each page is to be numbered at the bottom. Only proposals conforming to this format will be accepted.

1. For non-curriculum proposals, a completed [Proposal Submission Form](#) that includes all required documents.
2. Letter of explanation for non-curriculum proposals (explanations are included in CIM proposal submissions.)
3. A memo or approval in CIM from the dean(s) signifying approval of the faculty of the relevant School(s)/College(s) • See General Considerations and Notes for additional guidance “Helpful Tips and Examples.”
4. A memo or approval in CIM that all affected or relevant school or college council(s) have approved.
5. A memo or approval in CIM from the department chair(s) signifying approval of the faculty of the relevant department(s) • See General Considerations and Notes for additional guidance under “Helpful Tips and Examples.”
6. 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).
7. Approval in CIM from 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).<sup>2</sup>
8. Academic Deans Policy Council (ADPC) approval (for interdisciplinary issues only).
9. Additional required documents as listed below (include in the order as listed).

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

<sup>2</sup> Graduate degree/program will be effective upon Board of Trustees approval.

Faculty Senate Required Notification *or* Approval Note: 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 infrequent actions.

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

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

	Faculty Senate Approval Required	Faculty Senate Notification Required <sup>3</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>4</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 I of these Guidelines.
- ii. A 2-3 page executive summary
- 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.

<sup>3</sup> See Section I, “Mandatory Memoranda and Format,” for required documents

<sup>4</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.

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).

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. 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 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>5</sup>	<ul style="list-style-type: none"> <li>• Establish, re-establish, or combine</li> <li>• Suspend, terminate,</li> </ul>	<ul style="list-style-type: none"> <li>• Change of modality to or from in-class, distance learning, or online learning<sup>6</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Suspend or freeze the admission of new students</li> </ul>

<sup>5</sup> Curricular programs use CIM, non-curricular programs use the Submission Form.

<sup>6</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>7</sup> See \* on page 1.

	inactivate, discontinue or close		
<b>Certificate Programs</b> <sup>8</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.<sup>9</sup></li> </ul>	

a. For submission of proposals for the establishment or re-establishment (when previously suspended) of new Departments, Programs<sup>10</sup>, 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. A 2-3 page 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.

<sup>8</sup> Legislation #2013-26(B)

<sup>9</sup>See \* on page 1.

<sup>10</sup> Curricular programs use CIM, non-curricular programs use the Submission Form.

- 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<sup>11</sup>, 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. 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<sup>12</sup>, 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. 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<sup>13</sup>, 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. 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. 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*.

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<sup>11</sup> Curricular programs use CIM, non-curricular programs use the Submission Form.

<sup>12</sup> Curricular programs use CIM, non-curricular programs use the Submission Form.

<sup>13</sup> Curricular programs use CIM, non-curricular programs use the Submission Form.

### 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>• Joint/dual degree: establish with institution outside UM.</li> <li>• Name change only (degree or program).</li> <li>• Curricula changes considered more significant than those listed for Notice Only items, including creation of classes/courses.</li> <li>• Change Credit Hours for an Existing Major or Minor</li> <li>• Change the home or administering school for degrees or programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish Joint / Dual Degree combining existing degrees and classes.</li> <li>• Change of modality to or from in-class, distance learning, or online learning<sup>14</sup>.</li> <li>• New track for major/minor.</li> <li>• Name Change for track / concentration.</li> <li>• Disestablish, inactivate or reactivate major/minor.</li> <li>• Establishing Joint/dual degree combining existing degrees.<sup>15</sup></li> <li>• Streamline two-degree programs (same or multiple Schools/Colleges).</li> <li>• Name Change Only (majors/minors).</li> <li>• Curricula changes that re-organize existing classes or</li> </ul>	

<sup>14</sup> See \* on page 1.

<sup>15</sup> The Faculty Senate Office will require a statement of what, if anything has changed with the joint degrees. A proposal to establish a Joint or Dual Degree that seeks to combine existing degrees without substantive change only requires written notice to the Faculty Senate Office. All other proposals must contain all applicable documentation as outlined in Section I of these Guidelines.

		change credit hours for individual courses.	
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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 I 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. A 2-3 page 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. (See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance).

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 I 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 • See General



Considerations and Notes under “Helpful Tips and Examples” for additional guidance.

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 I 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 I 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 • See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance.
- iii. The title preceding 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 I of these Guidelines.
- ii. A 2-3 page 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).
  - See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance.
- iv. Approval in CIM or a memo from the dean(s) and/or Provost indicating approval of the proposed budget.

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 I of these Guidelines.
- ii. A 2-3 page 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.

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

<b>Centers and Institutes</b>	<ul style="list-style-type: none"> <li>• Charter revision<sup>16</sup></li> <li>• Name change</li> <li>• Establish<sup>17</sup> or disestablish</li> </ul>	<ul style="list-style-type: none"> <li>• Re-establish or renew</li> </ul>	
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For information on guidelines for Centers and Institutes, please see:

<https://fs.miami.edu/assets/pdf/facultysenate/Documents/CentersInstitutesGuidelines.pdf>

### III. HELPFUL TIPS AND EXAMPLES

#### A. General Considerations and Notes:

1. It is also 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.
2. 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.
3. The amount of detail required for proposals will depend on the context. For example, more detail is required for a proposal for a new degree than for a major, and less yet is required for a new minor.

<sup>16</sup> This only applies to University-wide Centers/Institutes.

<sup>17</sup> See Faculty Manual, sections B6.5, B6.6 for provisional status for Centers/Institutes.

4. In addition to Faculty Senate action, some of these actions require the formal approval of the Graduate School Council, Office of Assessment and Accreditation (OAA), the Academic Deans Policy Council (ADPC), and/or the Board of Trustees.
5. It is often helpful to the Senate and the proposing unit if, at an early stage, informal consultations are held with the Faculty Senate Office. A pre-proposal discussion with the General Welfare Committee (GWC) is also helpful, particularly if the proposal is complex or may involve some controversy.
6. Although the Faculty Senate Office requires all proposals to be submitted with a memo or approval from the department chair(s) signifying approval of the faculty of the appropriate department(s) and a memo from the dean(s) signifying approval of the faculty of the appropriate School(s)/College(s), 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.
7. While not a literal requirement, 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.
8. 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.
9. If CVs are included in a proposal, please submit these as a separate document.

## B. Examples

To view previously approved proposals, see the following legislations:

- 1) 2019-88(B)– Establish an Interdisciplinary Bachelor of Science (B.S.) in Global Health Studies ) Pre-Med) – College of Arts and Sciences  
[https://fs.miami.edu/\\_assets/pdf/facultysenate/Documents/2019-legislation/2019-88b-a-s-global-health-bs---signed.pdf](https://fs.miami.edu/_assets/pdf/facultysenate/Documents/2019-legislation/2019-88b-a-s-global-health-bs---signed.pdf)
- 2) 2019-43(B) – Creation of a Master of Accounting (MAcc) and Accelerated Master of Business Administration (MBA) Dual Degree Program, Herbert Business School  
[https://fs.miami.edu/\\_assets/pdf/facultysenate/Documents/2019-legislation/2019-43b-consent-agenda-bus-create-macc-mba-dual-degree-program.pdf](https://fs.miami.edu/_assets/pdf/facultysenate/Documents/2019-legislation/2019-43b-consent-agenda-bus-create-macc-mba-dual-degree-program.pdf)
- 3) 2017-07(B) - Simplification of the Name of the School of Business Administration TO the Business School  
[https://fs.miami.edu/\\_assets/pdf/facultysenate/Documents/2017-legislation/2017-07B-Bus-school-name-simplification.pdf](https://fs.miami.edu/_assets/pdf/facultysenate/Documents/2017-legislation/2017-07B-Bus-school-name-simplification.pdf)

- 4) 2018-60(B) – Create the Department of Medical Education, Miller School of Medicine  
[https://fs.miami.edu/\\_assets/pdf/facultysenate/Documents/2018-legislation/2018-60b-msom-create-department-medical-education.pdf](https://fs.miami.edu/_assets/pdf/facultysenate/Documents/2018-legislation/2018-60b-msom-create-department-medical-education.pdf)