### CURRICULUM STRATEGY WORKFLOW

Consult the appropriate curriculum flowchart on the Faculty Resources page.

<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
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</table>
| Faculty Member                   | • Enter curriculum proposal online.  
• Save proposal. Continue to edit or submit when ready.  
• Submit to Department Chair.                |
| Department Chair                 | • Submit proposal to the Department Curriculum Committee Chair for Committee’s review and approval.  
• Assign the CIP code for new courses and programs. |
| Department Curriculum Committee Chair | • Notify Department Curriculum Committee members that proposal is in Dashboard for review.  
• Committee acts on proposals according to established procedures.  
• If approved, proposal is submitted to Department Chair for approval.  
• If not approved, proposal can be returned for additional changes or to deny proposal. |
| Department Chair                 | • Obtain other department concurrence with proposal as needed.  
  ➢ Notify other department chair by email to review proposal in Dashboard.  
  ▪ Other department chair confirms concurrence by responding to same email.  
  ▪ Email with approval is uploaded to the proposal for documentation of other department’s review and concurrence.  
• If approved, proposal is submitted to College Curriculum Committee Chair for approval.  
• If not approved, proposal can be returned for additional changes or to deny proposal. |
| College Curriculum Committee Chair | • Notify College Curriculum Committee members that proposal is in Dashboard for review.  
• Committee acts on proposals according to established procedures.  
• If approved, proposal is submitted to College Dean for approval.  
• If not approved, proposal can be returned for additional changes or to deny proposal. |
| College Dean                     | • Check the appropriateness of the CIP code entered for new courses or programs.  
• Approve or return proposal.  
• Approved UG proposal will route to the Undergraduate Council Chair.  
• Approved GR proposal will route to the Graduate Council Subcommittee Chair. |
| Graduate Council Subcommittee Chair | • Subcommittee reviews proposals.  
• If approved, proposal is submitted to the Graduate Council Chair.  
• If not approved, proposal can be returned for additional changes or to deny proposal. |
| Undergraduate or Graduate Council Chair | • Committee acts on proposals according to established procedures.  
• If approved, proposal is submitted to Undergraduate or Graduate Dean for approval.  
• If not approved, proposal can be returned for additional changes or to deny proposal. |
| Undergraduate or Graduate Dean    | • If approved, proposal is submitted to the Provost for approval.  
• If not approved, proposal can be returned for additional changes or to deny proposal. |
| Provost                          | • Proposals that need external approvals (UTSYS, THECB, SACS) are placed in the Pending External Review status until approved.  
• Final approval. |
| Administration                   | • Curriculum approval notification emailed to appropriate departments for action as necessary.  
• Proposals are entered in next academic catalog. |
Expedited Approval Process

- Use the Expedited Course Change Form if the only change to the course is:
  - Course title change
  - Requisite changes
  - Inactivate course

  The approval routing for this form is Chair/Dean/Provost.

- To reactivate a course, send an email request to provost@uttyler.edu. The course will be added back to the curriculum management system, the current catalog, and MyUTTyler. If changes are necessary after the course is reactivated, a course change form will need to be submitted through the Curriculum Strategy portal.

### EXPEDITED APPROVAL

<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Faculty Member</td>
<td>• Complete Expedited Course Change Form online.</td>
</tr>
<tr>
<td></td>
<td>• Save proposal. Continue to edit or submit when ready.</td>
</tr>
<tr>
<td></td>
<td>• Submit to Department Chair.</td>
</tr>
<tr>
<td>Department Chair</td>
<td>• “Approve and Send to Dean” button.</td>
</tr>
<tr>
<td>College Dean</td>
<td>• “Approve and Send to Provost” button.</td>
</tr>
<tr>
<td>Provost</td>
<td>• Final approval.</td>
</tr>
<tr>
<td>Administration</td>
<td>• Curriculum approval notification emailed to appropriate departments for action as necessary.</td>
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<td></td>
<td>• Academic catalog updated.</td>
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