

CURRICULUM MANAGEMENT WORKFLOW

Role	Action
Faculty Member	<ul style="list-style-type: none"> • Enter curriculum proposal online. • Save proposal. Continue to edit or submit when ready. • Submit to Department Chair.
Department Chair	<ul style="list-style-type: none"> • Submit proposal to the Department Curriculum Committee Chair for Committee's review and approval.
Department Committee Chair	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Obtain other department concurrence with proposal as needed. <ul style="list-style-type: none"> ➤ Notify other department chair by email to review proposal in Dashboard. <ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Approve or return proposal. • Approved proposal will route to the Undergraduate or Graduate Council Chair.
Undergraduate or Graduate Council Chair	<ul style="list-style-type: none"> • Notify committee members that proposal is in Dashboard for review and approval. • Committee acts on proposals according to established procedures. • If approved, proposal is submitted to Provost for approval. • If not approved, proposal can be returned for additional changes or to deny proposal.
Provost	<ul style="list-style-type: none"> • Send to CIP reviewer if necessary. • Final approval.
Administration	<ul style="list-style-type: none"> • Curriculum approval notification emailed to appropriate departments for action as necessary. • Proposals are entered in next academic catalog.

Expedited approval routing for:

- Course change form: Course title change, prerequisite change
- Inactivate course form
- To reactivate a course, send an email request to bbruce@uttyler.edu. The course will be added back to the curriculum management system, the current catalog, and *MyUtt Tyler*. If changes are necessary after the course is reactivated, a course change form will need to be submitted through the CM portal.

EXPEDITED APPROVAL		
Role	Action	
Faculty Member	<ul style="list-style-type: none"> • Complete course change form or inactivate course form online. • Save proposal. Continue to edit or submit when ready. • Submit to Department Chair. 	
Department Chair	<ul style="list-style-type: none"> • To expedite approval, use the “Approve and Send to Dean” button. 	<p>Workflow State: Department Chair</p> <p>Print this form</p> <p>Save</p> <p>Compare Versions</p> <p>There are 4 versions of this proposal</p> <p>Approve</p> <p>Send to Dept Curriculum Committee</p> <p>Return to Submitter</p> <p>Send to Remove Proposal</p> <p>Approve and Send to Dean</p>
College Dean	<ul style="list-style-type: none"> • To expedite approval, use the “Approve and Send to Provost” button. 	<p>Workflow State: College Dean</p> <p>Print this form</p> <p>Save</p> <p>Compare Versions</p> <p>There are 4 versions of this proposal</p> <p>Approve</p> <p>Return to College Curriculum Chair</p> <p>Return to Submitter</p> <p>Send to Remove Proposal</p> <p>Approve and Send to Provost</p>
Provost	<ul style="list-style-type: none"> • Final approval. 	
Administration	<ul style="list-style-type: none"> • Curriculum approval notification emailed to appropriate departments for action as necessary. • Academic catalog updated. 	