Steps in the Process of Approving a Curricular Proposal

As stated in the “Joint Policy Statement on a Faculty Rights and Responsibilities Framework” adopted by the University’s Board of Trustees and the UDMPU, “The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (everything except hiring and firing decisions), promotion and tenure process, and academic/program standards, and with shared responsibility for supporting those procedures for admission of students and other aspects of university life that relate to the educational process.” According to the final proposal document of Shared Governance, the McNichols Faculty Assembly (MFA) is the organized structure through which McNichols faculty can exercise meaningful decision-making responsibility on fundamental academic issues, develop innovative faculty ideas, and engage in discussion regarding areas of common concern. It is through the MFA that the McNichols faculty will exercise its primary responsibility for academic matters through its own deliberations and those of its committees.

The responsibility to address academic issues includes new curricular proposals. New curricular proposals include certificates, minors, degrees or other matters related to academic standards. The following is a summary of the process of approving a proposal:

1. The generation of a curricular proposal by an individual or committee; the proposal must follow the adopted guidelines for its category if applicable (e.g., minor, certificate, new degree program).

2. The proposal is approved by the faculty of involved Department(s) if applicable.

3. The proposal is approved by the college/school curriculum committees and Deans of involved academic units if applicable.

4. The proposal is sent to the Shared Governance Clearinghouse (SGCH) via the Office of Academic Affairs (academicaffairs@udmercy.edu).

5. SGCH determines the MFA Committee or Team required to evaluate the proposal (e.g., certificates are handled by either Undergrad Standards or Grad Standards and Retention, minors are handled by Undergraduate Standards, and new degree programs are examined by either Undergraduate or Graduate Program Review).

6. The proposal is reviewed by the appropriate MFA Committee or Team in a timely fashion. The Committee/Team may:
   a. approve the proposal and forward it to the MFA for approval or
   b. forward the proposal back to the original authors for additional information or revision or
   c. reject the proposal

7. Committee or Team recommendation for approved proposal voted upon by the MFA. The MFA may:
   a. approve the proposal and forward as a recommendation to the Provost/Vice President for Academic Affairs or
   b. forward the proposal back to the Committee/Team for additional information or revision or
c. reject the proposal

8. Provost/Vice President for Academic Affairs may:
   a. submit the recommended proposal to the Academic Leadership Team, President’s Cabinet and if needed, the Board of Trustees for approval or support or
   b. forward the recommended proposal back to the Committee/Team for additional information or revision or
   c. reject the recommended proposal