CURRICULUM STRATEGY WORKFLOW

Consult the appropriate curriculum flowchart on the Faculty Resources page.
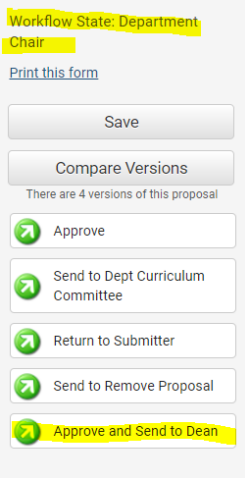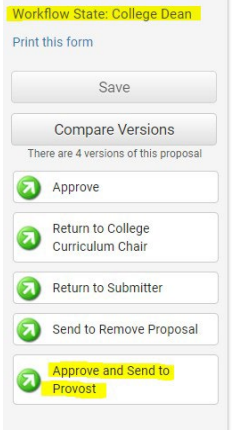
Role	Action
Faculty Member	• Enter curriculum proposal online. • Save proposal. Continue to edit or submit when ready. • Submit to Department Chair.
Department Chair	• Submit proposal to the Department Curriculum Committee Chair for Committee's review and approval. • Assign the CIP code for new courses 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 approve. • 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		
Role	Action	
Faculty Member	• Complete Expedited Course Change Form online. • Save proposal. Continue to edit or submit when ready. • Submit to Department Chair.	
Department Chair	• "Approve and Send to Dean" button.	
College Dean	• "Approve and Send to Provost" button.	
Provost	• Final approval.	
Administration	• Curriculum approval notification emailed to appropriate departments for action as necessary. • Academic catalog updated.	