

Curricular Change Procedures

Normally, the Department adheres to the following procedures for curricular change:

1. Proposals for changes in the curriculum of any of the components of our instructional program are normally recommended by either the standing committee with the corresponding responsibility or by the (overall) Curriculum Committee which may make recommendations for curricular changes that impact more than one component.
2. In preparing a proposal for curricular change the Curriculum Committee is expected to consult with the standing committee(s), but their concurrence is not required prior to submitting the proposal.
3. The charges to the various committees direct them to submit any proposed changes to the Executive Committee for discussion before submitting them to the faculty as a whole. The charges also direct the committees to bring proposals to the faculty in two steps, with a 'first-reading' of the proposal(s) at a faculty meeting prior to the meeting during which the vote(s) is expected.
4. Amendments can be offered at any stage in the process. Substantive amendments to the proposal, approved by a majority of the Executive Committee or by a majority of the faculty, will normally be returned to the submitting committee for further consideration.
5. Faculty members with suggestions for curricular changes are expected to submit them to the relevant committee chairs.

Procedures set forth in the charge letters

Any recommendations to the Department should be first discussed with the Executive Committee. They should then be presented to the Department for a First Reading. Following the First Reading, the recommendations will be scheduled for a Second Reading at a later meeting. If the committee is recommending substantial changes as a result of the discussion at the First Reading, it should be brought back to the Executive Committee prior to the Second Reading. The Faculty will decide the issue at the Second Reading. Note that, in order to take action within the Academic Year, recommendations must be brought to the Executive Committee by April and have First Readings at the May meeting so that action may be taken by June.