

# UVM Process for the Development and Review of New Program & Policy Proposals

## Prior to receipt by the Curricular Affairs Committee of the Faculty Senate:

- Faculty proposal development;
- Departmental/Program Curriculum Committee and Chair or Director approval;
- College/School Curriculum Committee and Dean approval;
- (Graduate Programs) Graduate Executive Committee and Graduate College Dean approval. The Graduate College Executive Committee meets twice per month;
- Provost review and transmission to the Faculty Senate;
- Following the approval by the Curricular Affairs Committee, the proposal is sent to the Faculty Senate Executive Council for approval for placement on the Senate agenda.

## Critical Dates in the New Program & Policy Review Process 2018-2019

\*The timelines below represent the minimum time required for the approval process. Requests for clarification, concerns raised in response to abstract circulation, and/or incomplete proposals can result in delays.

Curricular Affairs Subcommittee Assignment	Curricular Affairs Committee Meeting	Senate Executive Council Meeting	Faculty Senate Meeting	Board of Trustees Meeting
April 6, 2018	May 4, 2018	May 8, 2018	May 17, 2018	Oct 26, 2018
May 4	September 6	September 10	September 24	October 26
September 6	October 4	October 15	October 29	February 1, 2019
October 4	November 1	November 12	November 26	February 1
November 1	December 6	December 10	December 17	February 1
December 6, 2018	January 3, 2019	January 14, 2019	January 21, 2019	May 17, 2019
January 3, 2019	February 7	February 11	February 25	May 17
February 7	March 7	March 18	March 25	May 17
March 7	April 4	April 8	April 22	May 17
April 4	May 2	May 6	May 16	October 25, 2019

### *Important notes on final approval & operationalizing new policies and programs:*

- Proposals that have been approved by the Senate then go through the Vice President of Executive Operations to the President and Provost. They will have 30 days to respond.
- Edits to the next academic year's Catalogue are due on or about March 30<sup>th</sup> of each year. Proposals that are approved by the Faculty Senate and or/Board of Trustees after March 30<sup>th</sup>, and are intended to be effective the next academic year, may be included in the Catalogue addendum. The addendum will be posted on or about June 30<sup>th</sup> of each year. It is the responsibility of the academic unit to contract the Assistant Provost in advance of the June 30<sup>th</sup> deadline to discuss items for inclusion in the addendum.