

Policy on Department and College Responsibility for Curriculum
College of Arts & Humanities
Effective December 4, 2019

- I. The primary responsibility for the curriculum of an academic program belongs to the tenured and tenure-track faculty of the Department or Program. While lecturer faculty may participate in the curriculum process, including submitting course proposals, the tenured and tenure-track faculty have final approval authority for all matters relating to curriculum.

- II. Department and Program level approval of curriculum proposals shall occur in one of three ways:
 - a) By majority vote of the Department Curriculum Committee provided that the committee was formed by an election of the Department's tenured and untenured faculty;
 - b) By majority vote of the tenured and tenure-track faculty of a department or program; or
 - c) For programs with one or less tenured or tenure-track faculty, by a majority vote of the Program Advisory Council.

Curriculum proposals should indicate how Department/Program level approval was obtained.

- III. The A&H Curriculum Committee (AHCC) shall serve as a peer-review committee insuring the academic integrity of all curriculum proposals in the College, including courses and degrees.
 - a) The AHCC shall be comprised of 5 members, serving alternating two-year terms. Elections shall be held at the end of each Spring semester. In the event that the committee composition is not reflective of the range of academic programs in the College, the Dean may appoint additional members after consultation with the Chairs Council.
 - b) The AHCC will elect a chair prior to the end of the academic year. Only tenured faculty are eligible to serve as the AHCC chair. The Dean's Office shall normally provide the chair with three units of reassigned time each semester.
 - c) The Associate Dean of the College shall serve as an ex officio non-voting member of the AHCC.
 - d) The AHCC will have a standing meeting time, Mondays 10:00am to 12:00pm. The agenda will be distributed five days in advance and requests by faculty to present to the AHCC shall normally be granted. The minutes of the AHCC shall be made available to the faculty of the College.
 - e) A quorum of one-half the membership plus one shall be required. Committee decisions shall be determined by voting and require a majority *of the committee membership*.
 - f) The College values the collegial resolution of disputes regarding curriculum, but recognizes that reasonable disagreement between programs may be unavoidable. When disputes arise regarding disciplinary boundaries, the

AHCC is expected to adjudicate these concerns in a fair and unbiased manner and to consider whether the disciplinary lens of the proposing program is made clear and distinct and whether this disciplinary perspective is evident in the learning outcomes. University policy permits decisions made by the AHCC to be appealed to the UCC.

Approved by Chairs Council, December 4, 2019

Approved by Dean, December 4, 2019