

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 6
<b>6.021 Academic Program Review Curriculum Developments and Review</b>	<b>Faculty Affairs</b>

**Policy Statement.** UNT Dallas offers high-quality academic curricula that are achieved through considerate, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators. To maintain the quality of these programs, the University requires periodic review of its curriculum, operations, and resources.

**Application of Policy.** This policy applies university wide.

**Procedures and Responsibilities.**

**Substantive Changes to Academic Programs and Courses.**

Any time the University seeks a significant modification or expansion of the nature and scope of an academic program and course, the University will follow the substantive change procedures established by Southern Association of Colleges and Schools (SACS), and will inform SACS of such changes in accordance with those procedures. Except in those types of changes exempted by SACS, the University will not implement any substantive change to an accredited program without receiving prior approval from SACS.

**Academic Program Review**

UNT Dallas offers high-quality academic programs that are achieved through considerate, collaborative self-study and reflection by the faculty in each of the disciplines and appropriate stewardship by university administrators. To maintain the quality of these programs, the University requires periodic review of its curriculum, operations, and resources. The review processes and procedures are found in UNTD Policy 6.020, Academic Program Review.

**Courses Additions and Substantive Changes**

Courses Additions and Changes are submitted to, and approved by, university and divisional

curriculum committees.

### **University Curriculum Committee**

The University Curriculum Committee is a standing committee appointed by the Provost and consists of the following nine faculty members:

- 3 faculty members (one from each Division) appointed by the Deans.
- 3 faculty members (one from each Division) from the Faculty Alliance Academic Affairs Committee.
- 3 faculty members (one from each Division) from the General Education Committee.

The members of the University Curriculum Committee will select the Chair of the University Curriculum Committee.

If the University Curriculum Committee approves the new course for inclusion in the curriculum, the new course documentation is forwarded to the Office of the Provost for consideration of approval by the Academic Leadership Team (ALT) chaired by the Provost. The new course documentation must be submitted to the Office of the Provost at least two weeks prior to the scheduled meeting at which the Dean presents the new course to the Academic Leadership Team. The Provost will make the final decision about the addition of the proposed course in the curriculum.

### **Division Curriculum Committee**

The Division Curriculum Committee is a standing committee that is appointed by the Dean of the division and consists of a minimum of three faculty members, one of whom must be a Department Chair. The members of the Division Curriculum Committee will select the Chair of the Division Curriculum Committee.

If the Division Curriculum Committee approves the new course for inclusion in the curriculum, the new course documentation is forwarded to the Division Dean for consideration of approval.

If the Dean approves the new course for inclusion in the curriculum, the new course documentation is forwarded to the University Curriculum Committee for consideration of approval. The new course documentation must be submitted to the Chair of the University Curriculum Committee at least two weeks prior to the scheduled meeting at which the Dean presents the new course.

### **Process**

Faculty member(s) designs a course using the definitions and criteria established by the Texas Higher Education Coordinating Board (THECB).

Faculty member(s) presents the new course to the Division Curriculum Committee for consideration of approval. A New Course form and syllabus must be submitted to the Chair of the Division Curriculum Committee at least two weeks prior to the scheduled meeting at which the faculty member presents a new course.

**References and Cross-references.** N/A

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