

Curriculum Proposal Sponsor(s) Responsibilities

All curriculum proposals must include at least one faculty sponsor. Each proposal will have a lead sponsor who is the main point of contact for the curriculum proposal. Sponsors are responsible for their proposals throughout the process. This page outlines the responsibilities and expectations for curriculum proposals.

Using the appropriate guidelines for the type of proposal being submitted with the correct cover/process sheet.

Proposals need to follow the outline format and provide the required content as specified in proposal guidelines. While sponsors are expected to follow the guidelines provided for curriculum proposals, sometimes deviation is needed to address the specifics of an individual proposal.

Sponsors should think about how to present their proposal logically and clearly to readers/reviewers who are not familiar with their program/courses and to those who need to understand, approve and/or implement the proposal.

Submitting the proposal for departmental approval and securing all required approval signatures by the Senate Curriculum Proposal Submission deadline.

Sponsors need to deliver a hard copy of the proposal's cover sheet (the signed Process Curriculum Submission Form) to the Senate office and email a complete single PDF file of the proposal that includes the cover sheet and the entire proposal by the appropriate submission deadline to the curriculum submission email address.

The Submission Form must have all required department and college signatures and the PDF file must be complete and include all necessary supplemental documents. The proposal should be submitted (emailed) by its lead sponsor and the complete title of the proposal (as shown on the curriculum submission form) should be the subject line of the email.

Once the proposal is submitted and assigned and curriculum proposal number, sponsors should reference the curriculum proposal number in any communication concerning the proposal.

When required, securing a complete and signed library resource form (new course, new degree, and new-degree related proposals).

Library Resource Forms are completed by department library liaison representatives. When a new program is being proposed, one library form may suffice for the new program and any new courses; however, the copies of the single form (which lists all new courses) must be attached to each related proposal.

Program and course names on the Library Resource Form need to correctly correspond to any program and/or course names in the related curriculum proposal.

Using the appropriate curricular terminology.

Proposals need to follow current curricular definitions and appropriately use curricular terms.

Referring to programs, courses (names and prefixes) consistently and correctly.

Program names, course titles need to be consistent and correct throughout the proposal. Any time a course is mentioned in a proposal, the course prefix, number, and title should be provided.

Sponsors should also insure any information provided about a program or course is correct.

Adequately explaining the curricular effect of the proposal.

All curricular proposals by their essence have an effect on students, the program, area of student, professional preparedness, and/or the department. Curricular effect must always be explained, if even briefly.

Program sheets should also be included to detail/explain how a new course(s) or program changes affect the program as a whole (including credit hours). Sponsors especially need to anticipate questions about student progress through their programs and an increase or decrease in program hours as well as the pedagogical/instructional merit of the proposal.

Providing adequate support for any special designations requested.

Special designations generally apply to only course proposals. If a Writing Intensive or Rowan Core literacy designation is requested, the proposal must specifically explain how the course meets the expected criteria.

Securing consultation letters from department chairs/coordinators with programs affected by, or closely related to, the proposed curricular changes.

Consultation letters are to be sought from any department/program that is directly, or could be indirectly, impacted by the proposal. This includes departments who offer courses or programs with related subject matter. It also includes proposals where course prereqs are being changed and those prereqs are courses from other departments. Consults should be sought from department/program chairs.

While sponsors have the responsibility to request the necessary consults, **the consulted also have the responsibility to respond to consult requests** in timely fashion. Sponsors need to demonstrate due diligence in seeking consults. If due diligence is demonstrated by a sponsor, then proposals can, in most cases, move through the approval process even without a consult letter (unless the consult letter is critical for the proposal).

Critiques or questions in a consult are generally resolved during the development of a curriculum proposal, with the result being a supportive consult. However, if a consult letter includes critique or questions about the proposal, the sponsors are expected to address these issues in a response to the consult.

Appearing at college and university review hearings (when required) to represent the proposal.

Sponsors need to appear at any hearings related to their proposal. Should a sponsor or an appointed representative not appear at a hearing, the proposal will not be moved forward.

Resolving questions and issues that emerge about the proposal during the review and approval process and making any necessary revisions to the proposal. Resubmitting revised proposals to the curriculum proposal email address as complete proposal in PDF form.

Revisions/corrections may be requested at any point in the curriculum review process. Once notified that revisions are required, it is the sponsor(s) responsibility to revise the proposal. Proposals that require revision will not move forward until the necessary revisions have been completed.

Revised/corrected curriculum proposals need to be resubmitted to the curriculum submission email address as a complete proposal in PDF form, with the curriculum proposal number referenced in the email subject line.

Keeping track of the proposal's status in the approval process. Sponsors can review their proposal's status through the [Senate Curriculum Database](#) or by contacting the Chair of the Senate Curriculum Committee.

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