

Consultation about Academic Program Proposals

The development of curriculum at Purdue University Fort Wayne is the joint responsibility of faculty and administration. To ensure broad consultation about academic program proposals before the Curriculum Review Subcommittee (for undergraduate programs) or the Graduate Subcommittee (for graduate programs) carry out their review and advise the Senate whether to exercise its right of review, the following procedures will be implemented.

Step 1: Ideas for curriculum development frequently begin with individual faculty members or groups of faculty. Those ideas should be shared with and receive the general approval of the Chair of the sponsoring department before being brought to the Office of Academic Affairs (OAA), specifically the Associate Vice Chancellor for Academic Programs (AVCAP) for approval. Once Chair approval is obtained, the Chair or Chair's designee should complete and submit the Preapproval proposal.

Step 2: Once OAA approval has been granted, the Chair or Chair's designee should fully develop the proposal using all required forms and submit it to department and college curriculum committees for approval, as specified in the department/college governance documents.

Step 3: The Chair or Chair's designee shall submit the revised proposal (i.e., revised, as necessary, based upon feedback provided by the department and/or college committees) for review by the OAA, specifically the Associate Vice Chancellor for Academic Programs.

Step 4: Upon approval of the proposal, the OAA will distribute the proposal to the Curriculum Review Subcommittee or the Graduate Subcommittee, as appropriate. Subcommittees will make a final decision after reviewing and discussing the proposal.

In order to assist the subcommittees with meeting expectations for evaluation, they are asked to evaluate the specified topics set forth in the Bylaws of the Senate (see sections 5.3.3.2.3.4.2.1 and 5.3.3.2.3.5.2.2.1). For the Curriculum Review Subcommittee, these include: (1) the rationale (including market demand) for the proposed program; (2) the use of PFW resources; (3) the relationship among proposed and existing programs; and (4) other effects on PFW and on PFW's constituencies. For the Graduate Subcommittee, the topics are: (1) the rationale (including market demand) for the proposed program; (2) the program's effects on PFW; and (3) the program's effects on PFW's constituencies.



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