

Faculty Senate

Proposal Submissions Specifications

(Note: Other offices may request a different set of information for their approval.)

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(This list is not inclusive, for specific questions, please contact the Faculty Senate office, FacSen@miami.edu.)

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I. HOW TO SUBMIT

A. Mandatory Memoranda and Format for submission of proposals requiring Faculty Senate Notification and/or Approval

Each proposal submitted to the Faculty Senate Office must include the following memoranda and materials in this order. If any of the required memorandum or materials listed below are not, in your opinion, relevant, then include with the applicable title, a brief explanation of your conclusion regarding its lack of relevance and reasons for its omission. The applicable title must precede each section and each page is to be numbered at the bottom. Only proposals conforming to this format will be accepted.

1. Cover page that includes the name of the proposal and the name(s) and contact information for key contact personnel.
2. Letter of explanation
3. A memo from the dean(s) signifying approval of the faculty of the relevant School(s)/College(s) • See General Considerations and Notes for additional guidance “Helpful Tips and Examples.”
4. A memo that all affected or relevant school or college council(s) have approved.
5. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s) • See General Considerations and Notes for additional guidance under “Helpful Tips and Examples.”
6. A memo from the Office of Assessment and Accreditation (formerly the Office of Planning, Institutional Research, and Assessment (PIRA)) signifying receipt of the proposal.
7. A memo from the Graduate School Dean signifying approval of the Graduate Council (for graduate programs only).¹
8. Academic Deans Policy Council (ADPC) approval (for interdisciplinary issues only).
9. Additional required documents as listed below (include in the order as listed).

¹ Graduate degree/program will be effective upon Board of Trustees approval.

Faculty Senate Required Notification *or* Approval Note: All of the topics listed below *require* Departmental and/or School/College approval. However, this list is not all-inclusive, and the Faculty Senate Office, Graduate School, Office of Assessment and Accreditation (formerly the Office of Planning, Institutional Research, and Assessment (PIRA)), Academic Deans Policy Council (ADPC), and Board of Trustees *may require* additional notification or approval, especially for matters affecting the entire University and infrequent actions.

B. The charts below explain which actions require Faculty Senate Approval, Faculty Senate Notification, and Contact with the Faculty Senate for further instructions.

1. Additional Requirements for **Schools and Colleges**:

	Faculty Senate Approval Required	Faculty Senate Notification Required ²	Contact Faculty Senate Office for Further Instructions
Schools and Colleges	<ul style="list-style-type: none"> • Establish or dis-establish • EDUCATOR FACULTY number: authorization or change within School/College³ • Name change 	<ul style="list-style-type: none"> • Appoint ad hoc committee for Schools/Colleges faculty promotion and/or tenure • Change general education requirements⁴ 	

a. For submission of proposals for the **establishment of new Schools and Colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A 2-3 page executive summary
- iii. A highly detailed description of each of the following with the applicable title preceding each section:
 - The mission (purpose and goals),
 - Market analysis/demand, and
 - An assessment of library collections and a detailed budget. (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process.)
- iv. A memo from the dean(s) and/or Provost indicating approval of the proposed budget.

² See Section I, “Mandatory Memoranda and Format,” for required documents

³ Prior to approval, it is recommended that: (i) the full voting faculty of the School/College ratifies the change and (ii) the School/College provides an explanation of any additional requirements for appointing EDUCATOR FACULTY with the title of professor, if applicable. Alternatively, the School Council may ratify the change if an annual vote by the full voting faculty authorizes the School Council to do so.

⁴ At issue here are School-level requirements, not the University’s General Education Requirements.

v. For proposals pertaining to the establishment of a new school, a document specifying the makeup of the initial School Council (*Faculty Manual* section A5.1).

b. For submission of proposals for the **dis-establishment of Schools and Colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A memo explaining the reason for the dis-establishment and the number of students, if any, currently enrolled in the School or College.

c. For submission of proposals to authorize or change the number of **EDUCATOR FACULTY**, proponents need to provide to the Faculty Senate Office:

- i. An explanation from the dean signifying approval of the faculty of the relevant School(s)/College(s) or departments, and an explanation of how these lines are to be filled, i.e. with a national search, etc.
- ii. A cap, specified by a number, of such positions with a breakdown of the number by department, for departmentalized schools.
- iii. Compare the number to the number of tenure/tenure-track lines.
- iv. A definition of the positions by department and include for each department the descriptive modified professorial title, the requisite qualifications and duties that identify the professional practice.

d. For submission of proposals for **name changes of existing Schools and Colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A brief memo explaining, at a minimum, the reason for the change and the standard and trend in the industry, and indicating that the new title is justified and does not result in undue overlap with titles of other existing Schools/Colleges.

2. Additional Requirements for **Departments, Programs, and Certificate Programs**

	Faculty Senate Approval Required	Faculty Senate Notification Required	Contact Faculty Senate Office for Further Instructions
Departments and Programs	• Establish, re-establish, abolish, or combine	• Change of modality to or from in-class, distance learning, or online learning ⁵ .	

⁵If there are any changes to the program, including in faculty members, curriculum, credit hours, or admission requirements, Senate approval will then be required.

<p>Certificate Programs⁶</p>	<ul style="list-style-type: none"> • Establishment or disestablishment of programs for undergraduate students giving University credit and the majority of the credits are taken through distance learning. • Establishment or disestablishment of programs giving University credit, where enrollment is open to students outside the University, or students from outside the undergraduate or graduate/professional school degree program. 	<ul style="list-style-type: none"> • Establishment or disestablishment of programs within a school, restricted to students within a major, or students in a graduate/professional school degree program. • Establishment or disestablishment of programs intended for persons not enrolled in the University, and who do not receive credit. • Change of modality to or from in-class, distance learning, or online learning. 	
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a. For submission of proposals for the establishment or re-establishment (when previously suspended) of new Departments, Programs, and Certificate Programs, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A 2-3 page executive summary.
- iii. A description of each of the following with the applicable title preceding each section:
 - The mission (purpose and goals).
 - Market analysis/demand.
 - An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).
- iv. A memo from the dean(s) and/or Provost indicating approval of the proposed budget.
- v. For proposals pertaining to the establishment of a new department, a document specifying the makeup of the initial Consultative Committee for the appointment of a department chair (*Faculty Manual* section A13.2).

b. For submission of proposals for the **abolition of Departments, Programs, and Certificate Programs**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.

⁶ Legislation #2013-26(B)

- ii. A brief memo explaining the reason for the abolition and the number, if any, of students currently enrolled in the Department, Program, or Certificate Program.
- c. For submission of proposals for **name changes of existing Departments, Programs, and Certificate Programs**, proponents need to provide to the Faculty Senate Office:
- i. All applicable memoranda as outlined in Section I of these Guidelines.
 - ii. A brief memo explaining, at a minimum, the reason for the change and the standard in the industry, and indicating that the new title is justified and does not result in undue overlap with titles of other existing departments or programs.
- d. For submission of proposals for the **combination of existing Departments, Programs, or Certificate Programs**, proponents need to provide to the Faculty Senate Office:
- i. All applicable memoranda as outlined in Section I of these Guidelines.
 - ii. A detailed memo explaining, at a minimum, the reason for the combination, indicating that the title of the newly combined Department/Program/Certificate is justified and does not result in undue overlap with titles of other existing departments, programs or certificates, and indicating compliance with all relevant provisions outlined in Section A11 of the *Faculty Manual*.
- e. For submission of proposals for the **transfer of a Department from one School/College to another School/College**, proponents need to provide to the Faculty Senate Office:
- i. All applicable memoranda as outlined in Section I of these Guidelines.
 - ii. A detailed memo explaining, at a minimum, the reason for the transfer and indicating compliance with all relevant provisions outlined in Section A11 of the *Faculty Manual*.

3. Additional Requirements for **Degrees, Majors, Minors, Tracks or equivalent, and curricula changes**

	Faculty Senate Approval Required	Faculty Senate Notification Required	Contact Faculty Senate Office for Further Instructions
Degrees, Majors, Minors, Tracks or the equivalent, curricula changes	<ul style="list-style-type: none"> • Establish, re-establish, abolish, or combine degree. • New major/minor. • Joint/dual degree: 	<ul style="list-style-type: none"> • New undergraduate course⁷. • Inactive status for major/minor. • Change of modality 	<ul style="list-style-type: none"> • New track for major/minor. • Reactivate major/minor. • Joint/dual degree.⁸

⁷ Notification is to the Faculty Senate's University Curriculum Committee

⁸ The Faculty Senate Office will require a statement of what, if anything has changed with the joint degrees. A proposal to establish a Joint or Dual Degree that seeks to combine existing degrees without substantive change only requires

	<p>establish with institution outside UM.</p> <ul style="list-style-type: none"> • Name change (degree only). 	<p>to or from in-class, distance learning, or online learning.</p>	<ul style="list-style-type: none"> • Streamline two-degree programs (same or multiple Schools/Colleges). • Name Change (majors/minors). • Change Credit Hours for an Existing Major or Minor. • Curricula changes.
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a. For submission of proposals for the establishment (or the re-establishment of previously suspended) of new Degrees, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. For Graduate Degrees and Certificate Programs, comply with the requirements contained in http://www.miami.edu/gs/index.php/graduate_school/graduate_council/.
- iii. A 2-3 page executive summary
- iv. A description of each of the following with the applicable title preceding each section:
 - The mission (purpose and goals).
 - Market analysis/demand.
 - An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).
- v. A memo from the dean(s) and/or Provost indicating approval of the proposed budget.

b. For submission of proposals for the **establishment (or the re-establishment of previously suspended or inactive) Majors, Minors and Tracks**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A memo explaining, at a minimum:
 - The reason for the establishment or reestablishment
 - An assessment of the program’s purpose and goals.

written notice to the Faculty Senate Office. All other proposals must contain all applicable documentation as outlined in Section I of these Guidelines.

- A description of the market analysis and demand in the job market for graduates in the field. (See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance).

c. For submission of proposals for the **abolition or discontinuation of Graduate or Undergraduate Degrees, Majors, Minors or Tracks**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines
- ii. A brief memo explaining the reason for the abolition and the number, if any, of students currently enrolled in the Degree, Major, Minor or Track • See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance.

d. For submission of proposals for **name changes of existing Majors, Minors, Tracks and Graduate or Undergraduate Degrees**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A brief memo explaining the reason for the change and the standard in the industry, and indicating that the new title is justified and does not result in undue overlap with titles of other existing degrees.

e. For submission of proposals for the **combination of existing Graduate or Undergraduate Degrees within the same school or college**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A detailed memo explaining, at a minimum, the reason for the combination, and indicating that the title of the newly combined Degrees is justified and does not result in undue overlap with titles of other existing degrees • See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance.
- iii. The title preceding a brief outline of budget implications, if any.

f. For submission of proposals for the **establishment of a Graduate or Undergraduate Joint Degree between two or more schools or colleges**, proponents need to provide to the Faculty Senate Office:

- i. All applicable memoranda as outlined in Section I of these Guidelines.
- ii. A 2-3 page executive summary.

iii. A description of each of the following with the applicable title preceding each section:

- The mission (purpose and goals).
- Market analysis/demand.
- An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).
- See General Considerations and Notes under “Helpful Tips and Examples” for additional guidance.

iv. A memo from the dean(s) and/or Provost indicating approval of the proposed budget.

g. For submission of proposals for the **establishment of a Graduate or Undergraduate Dual-Degree with an institution outside the University of Miami**, proponents need to provide to the Faculty Senate Office:

i. All applicable memoranda as outlined in Section I of these Guidelines.

ii. A 2-3 page executive summary.

iii. A description of the mission (purpose and goals), market analysis/demand, an assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles). The budget is to be printed on a separate page to facilitate easy removal during the publication process.

iv. A description of each of the following with the applicable title preceding each section:

- The mission (purpose and goals).
- Market analysis/demand.
- An assessment of library collections and a detailed budget (Do not include individual names on the budget, only titles. The budget is to be printed on a separate page to facilitate easy removal during the publication process).

iv. A memo from the Provost or the President of the outside institution indicating support for the proposal.

4. Additional Requirements for **Centers and Institutes**

Centers and Institutes	<ul style="list-style-type: none"> • Charter revision⁹ • Name change 		<ul style="list-style-type: none"> • Establish¹⁰ or disestablish
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For information on guidelines for Centers and Institutes, please see:

<https://umshare.miami.edu/web/wda/facultysenate/CentersInstitutesGuidelines.pdf>

⁹ This only applies to University-wide Centers/Institutes.

¹⁰ See Faculty Manual, sections B6.5, B6.6 for provisional status for Centers/Institutes.

II. APPROVAL PROCESS

A. Senate Approval Process

1. Submission of the proposal to the General Welfare Committee. The proposal must be received in electronic form at least 9 days in advance of the relevant General Welfare Committee meeting. Visit www.miami.edu/fs for a list of meeting dates and proposal deadlines. The proponent should assume that the General Welfare Committee has already reviewed the document, and thus give a brief oral summary only of the proposal.
2. Upon the recommendation of the General Welfare Committee, the proposal will be placed on the Senate agenda. A proponent should be present at the Faculty Senate meeting to answer questions and to present a brief summary of the proposal if requested. Visit www.miami.edu/fs for a list of meeting dates. The Senate may require two readings, but often waives the second reading.
3. Approval of the proposal by the Faculty Senate as Class B legislation will be forwarded to the President by the Faculty Senate Chair.

B. Required Approvals Beyond the Faculty Senate Office

1. Approval of the President.
2. Approval of the Academic Affairs Committee and the Executive Committee of the Board of Trustees (for new or revised programs, new or revised degrees, and University-wide Centers and Institutes).
3. Approval of the Academic Deans' Policy Council (for University Center and Institute charters only, see *Faculty Manual* Section B6.5).

C. Post-Approval Review

1. The Provost, after consultation with the Graduate School, shall report to the Senate on the status of new graduate programs within three years of their establishment (per Legislation #95012(D)).
2. Periodic five year reviews may be conducted on all other programs as required by the *Faculty Manual* or as deemed appropriate by the Faculty Senate or the Executive Vice President and Provost (see *Faculty Manual* section C18.2.3).

III. HELPFUL TIPS AND EXAMPLES

A. General Considerations and Notes:

1. It is also often helpful for schools and colleges to consult informally with the General Welfare Committee and/or Faculty Senate Officers prior to making a formal presentation.

2. These proposal guidelines are general and illustrative. They may vary depending on the particular type of proposal being submitted and additional information may be requested.
3. The amount of detail required for proposals will depend on the context. For example, more detail is required for a proposal for a new degree than for a major, and less yet is required for a new minor.
4. In addition to Faculty Senate action, some of these actions require the formal approval of the Graduate School Council, Office of Assessment and Accreditation (formerly the Office of Planning, Institutional Research, and Assessment (PIRA)), the Academic Deans Policy Council (ADPC), and/or the Board of Trustees.
5. It is often helpful to the Senate and the proposing unit if, at an early stage, informal consultations are held with the Faculty Senate Office. A pre-proposal discussion with the General Welfare Committee is also helpful, particularly if the proposal is complex or may involve some controversy.
6. Although the Faculty Senate Office requires all proposals to be submitted with a memo from the department chair(s) signifying approval of the faculty of the appropriate department(s) and a memo from the dean(s) signifying approval of the faculty of the appropriate School(s)/College(s), this requirement is not meant to provide the relevant faculty with veto power over proposals. The Faculty Senate Office is simply seeking a letter expressing the relevant faculty's views on the proposals.
7. While not a literal requirement, the Senate strongly prefers to see letters of support from Deans, Department Chairs, or heads of *other units* that might be affected. This does not mean that other units have a veto over new units or programs. Nevertheless, avoiding pointless overlap and confusing unit and program names is a consistent Senate concern, which is largely alleviated by such support letters.
8. When a proposal is a major one, it is often helpful, particularly for a presentation to the Senate itself, if the presenters are the Dean and the most directly involved faculty member.
9. If CVs are included in a proposal, please send these as a separate document.

B. Examples

To view previously approved proposals, see the following legislations:

1. Faculty Senate Legislation #2014-33(B) – Name Change of the Department of Pathology TO the Department of Pathology and Laboratory Medicine
<https://umshare.miami.edu/web/wda/facultysenate/2014%20Legislation/2014-33B-MED-name-change-pathology.pdf>
2. Faculty Senate Legislation #2014-38(B) – College of Arts and Sciences Master of Science in Mathematical Finance

[https://umshare.miami.edu/web/wda/facultysenate/2014%20Legislation/2014-38\(B\)-A--S-MS-Math-Finance.pdf](https://umshare.miami.edu/web/wda/facultysenate/2014%20Legislation/2014-38(B)-A--S-MS-Math-Finance.pdf)

3. Faculty Senate Legislation #2008-25(B) – Establishment of a degree of Doctor of Philosophy (Ph.D.) in Environmental Science and Policy in the Graduate School

<https://umshare.miami.edu/web/wda/facultysenate/2008-legislation/2008-25B.pdf>

4. Faculty Senate Legislation #2007-31(B) – Proposal for the Establishment of the Department of Human Genetics

<https://umshare.miami.edu/web/wda/facultysenate/2007-Legislation/2007-31B.pdf>

5. Faculty Senate Legislation #2015-05(B) – New EDUCATOR FACULTY Lines in the College of Arts and Sciences

<https://umshare.miami.edu/web/wda/facultysenate/2015-Legislation/2015-05B-A-S-Educator-Faculty.pdf>