College of Liberal Arts and Sciences
Academic Council Process [rev. 7-21-22]

Any curricular change, graduate or undergraduate (course modifications, new courses, and program changes), must come before the Academic Council. The process includes the following steps:

1. Before submitting proposals for new courses or programs, consult with OSR to determine an appropriate new course number, designator, and/or name (e.g., JST for Judaic Studies).

2. Submission of undergraduate proposals is now done electronically, via Curriculog. As a chair you will have the permissions necessary to approve and forward proposals to Academic Council. Navigate to umaine.curriculog.com and enter your “maine.edu” credentials. By clicking on “New Proposal”, you will be able to find a range of electronic forms. Fill in the required fields. When you approve the request the proposal automatically moves to Academic Council (and subsequently to the Associate Dean, the UPCC, and the Provost’s Office). No signatures are required; Curriculog is a single sign-on process.

3. Currently, the Graduate School uses a separate process for submission of course proposal, using Smartsheet. Forms and instructions can be found at https://umaine.edu/graduate/facultystaff-resources/curriculum-committee/. (Please note one very significant detail. In Smartsheet, you will be asked to indicate who in the dean’s office should be alerted to review and approve the proposal. PLEASE list only the Associate Dean for Academics, who submits any proposal requiring the dean’s attention to the dean. The field for “Curriculum Committee Chair” is the AC faculty member elected at the beginning of the academic year by the committee. The faculty chair and the membership of the AC will be distributed to the chairs and posted on the College’s resources website.)

4. For new courses, a syllabus will be required. For undergraduate courses see https://umaine.edu/upcc/forms/ for required policy statements. For graduate courses, again see https://umaine.edu/graduate/facultystaff-resources/curriculum-committee/.

5. Proposals for new undergraduate majors and graduate programs require Academic Council review. See the Faculty Senate Program Creation and Reorganization Review Committee (PCRRC) Policy and Procedures Manual https://umaine.edu/facultysenate/wp-content/uploads/sites/218/2020/03/PCRRC-Manual-rev-10-16-2019.pdf. See especially chapters 2 and 5. Chapter 2, stage 1 (regarding intents-to-plan) and chapter 5, step 2 (program proposals must be prepared and evaluated through the university’s normal curricular process(es)). Review by Academic Council must therefore occur before transmission to the Provost’s office for
both the program request and the developed proposal (which will require the dean’s signature).

New minors likewise require system approval, after being “developed in accordance with the originating university processes and procedures for evaluation.” Thus, submission to Academic Council for approval is a necessary step, per PCRRC manual chapter 5, section 305.1, II. Development and submission of minors is not as complex as the creation of new undergraduate majors or graduate programs.

Proposals for new programs are not currently submitted via Curriculog or Smartsheets (for graduate proposals. As a “paper” submission, they must be accompanied by a signature page. The leader of the initiating unit should sign before submitting to Academic Council. Signature lines for the Chair of Academic Council; the Associate Dean for Academics; the Dean; and the Associate Provost for Student Success and Strategic Initiatives (Brian Olsen) OR Associate Vice President for Graduate Studies (Scott Delcourt) should be included on the signature page. See the example below.

6. Be aware of the Academic Council schedule of meetings and the submission deadlines for each AC session. The Academic Council schedule for academic year will be widely circulated and is posted on the College’s resources website. Late proposals may be deferred to a subsequent meeting.

7. Representatives of units submitting proposals to Academic Council are always welcome to attend the session at which their proposals are being discussed. Attendance is strongly encouraged for any new course or program proposal and may expedite the approval process.
Program name: ____________________________________________________________

The signatures below indicate approval of the program proposal summarized above.

________________________________________________  ______________________
Firstname Lastname                                Date
Chair, Department of XXXXXX

________________________________________________  ______________________
Firstname Lastname                                Date
Chair, Academic Council, College of Liberal Arts and Sciences

________________________________________________  ______________________
Emily Haddad                                       Date
Dean, College of Liberal Arts and Sciences

________________________________________________  ______________________
Brian Olsen                                        Date
Associate Provost for Student Success and Strategic Initiatives

OR

________________________________________________  ______________________
Scott Delcourt                                      Date
Associate Vice President for Graduate Studies