CEHD Faculty Originator Guidelines
Updated Fall 2025

Originator Expectations/Proposal Review Suggestions:

1. **Summary of Changes** should be a very brief and clearly convey "what" is being proposed.
   a. For program and course changes, numbered lists are great if there are multiple changes.
   b. For deleted courses/programs, proposed language is: "We propose to delete course/program: _____."

2. **Resources:** Check that resource needs within a program are consistent across course and program proposals. (i.e: a course proposal should not mention the need for new faculty unless the program proposal that includes the course also indicates that new faculty are needed.)

3. If a **new Program Banner Code** will be created (for a New Program or a Program Name Change), proposals to add the new code to any courses with enrollment restrictions must also be submitted prior to or with the Program Proposal.

4. A New Course proposal must be submitted before the course can be included in a Program proposal.
5. Was the availability of numbers for New Courses checked with the Registrar (Kelley Oliver)?
6. Are the answers to each question clear to an audience of readers who know nothing about the program or course?

Required Attachments:

All Proposals

- Current and Proposed Catalog Copy (all proposals)
- Articulation Plan for undergraduate courses and programs (created in collaboration with Advising and Articulation Manager)
- Letter/email from the Dean and/or chair for one-time resource needs
- Communication from the University Curriculum Manager regarding format or process of the proposal.

Program Proposals

- Program Transition Plan to ensure smooth transitions for current students (Must be completed and submitted to Dean and Department Chair by **February 15, 2026**)
- Support letters/emails from departments if you want to add their courses to a program
- Support letters/emails from departments if you want to remove their courses from a program
- Notification to departments for all program deletions that includes their courses
- All New Programs must have
  o Detailed Resource Plan (see Excel Spreadsheet in Teams)
  o HIGE Letter (information in Teams)

Course Proposals

- Notification to departments if you want to remove their course(s) as a course pre-requisite
- Syllabi for all New and Change Course Proposals
- Syllabi and WES Rubric for all WES courses.