



Curriculum Actions

Stage 1: Curriculum Action Request to CoE Curriculum Committee

- **Initiator:** Program coordinator, or chair.
- **Action:** Prepare a Curriculum Action Request (CAR) form with supporting documentation (rationale, course outline, resource implications, accreditation alignment). Send CAR to the CoE Curriculum Committee Chair at least 2 weeks before the published submission deadline.
- **Timeline:** Typically 2 weeks before the committee's scheduled meeting to allow for review.

Stage 2: CoE Curriculum Committee Review

- **Action:** Committee reviews the CAR during scheduled meetings.
- **Deliberation:** May include presentations by the requestor, discussion, and suggested edits.
- **Outcomes:**
 1. **Approval** → Forward to the Dean.
 2. **Request for Revision** → Returned to the **Initiator** with feedback.
- **Timeline:** 1-2 weeks before the university curriculum meeting Dean.

Stage 3: Dean Review

- **Action:** Once approved by the CoE Curriculum Committee, the proposal is forwarded to the Dean of the College of Engineering.
- **Dean's Role:** Review, and Submit to the University Curriculum, Committee or return for revision.

Personnel Committee Actions

Step 1 — Departmental Peer Review Committee

- **Action:** The departmental committee reviews the dossier for completeness and alignment with departmental standards. The department-level recommendation letter is submitted to the College of Engineering Personnel Committee.
- **Timeline:** The department-level recommendation must be submitted at least 2–3 weeks before the university's deadline for submitting letters of recommendation to the APC.

Step 2 — Personnel Committee

- **Action:** The College Personnel Committee conducts an independent evaluation of the candidate's dossier for consistency and fairness, considering standards identified by the department and the university. The letter of recommendation is submitted to the Dean and the APC by the university deadline for APC letters.
- **Timeline:** University deadline for APC letter submissions.

Step 3 — Dean and Academic Personnel Committee (APC)

- **Action:** The Dean and the APC review the recommendations and the candidate's dossier, complete the evaluation, and submit the letter of recommendation to the Provost by the university's deadline.
- **Timeline:** University deadline for submission to the Provost.