## **Academic Decision Process**

* All academic decisions are processed through the academic dean’s office with final academic decision-making authority residing with the academic dean. Proposals for academic policy and program changes (revisions, additions, and new initiatives) may be initiated by academic departments, schools, the Goshen Core Curriculum Committee, President’s Council, or other appointed groups. At each stage, a proposal may be approved, not approved, amended for approval, or tabled for further consultation.
* Each proposal should be processed with the appropriate groups as indicated in the chart below, depending on whether the proposal involves reporting (Track #1) or official action (Track #2) as determined by the academic dean.
* Any proposal with budget implications and all new academic initiatives should include consultation with the vice president for finance.
* The registrar must be consulted as major changes in curriculum are proposed.
* All academic decisions will require sufficient time for adequate processing at each stage and may require multiple revisions, depending on the circumstances.
* Proposals for significant changes to a major or minor should be initiated with the academic dean by **October 1st.** All proposals should follow the [New Academic Initiatives template](https://docs.google.com/a/goshen.edu/document/d/1N6-hAxRqZUoZl7MIbvlnAEo249yJODZn_tpYJAf8PM0/pub?embedded=true).
* Any change for the next academic year’s catalog needs to be fully processed for the next academic year by **January 15th**.

**Procedures for Academic Faculty\* Decision Process - Traditional Undergraduate**

**Track #1: Proposals for Reporting**

**Proposed Change Action Steps Comments**

|  |  |  |
| --- | --- | --- |
| -Course Name-Course Number-Credit Hours-Cross-Listing Course-Add One Time Course-Drop Course  | 1. Home Department Action2. Request for change to Academic Dean and Registrar3. Report to Academic Affairs Committee | In cases where one or more departments are involved in a collaborative proposal and/or the change impacts other departments, approval is needed by all departments involved. Submit to Academic Dean 2 – 3 weeks before next Academic Affairs meeting. Cross-listed courses must have one “primary” home department in which the full catalog description is printed. |

**Track #2: Proposals for Official Action**

**Proposed Change Action Steps Comments**

|  |  |  |
| --- | --- | --- |
| -Change in Major (hours/courses)-Change in Minor (hours/courses)-Add Permanent Course-Any Change in the Goshen Core-Any Change in Graduate Curriculum-Any Change in Continuing Education Curriculum-Drop Major or Minor-Add Major/Minor or Other New Academic Program Initiative-Any Academic Proposals from the Academic Dean, other Vice-Presidents or other Appointed Groups     | 1. Home Department Action2. Proposal to Academic Dean for approval to proceed.3. Consultation with Registrar4. Home School Approval5. Academic Affairs for Action\*\*6. All Schools for Consultation & Review7. Teaching Faculty Forum for Action8. Inform Registrar*\*\*Depending on the proposal, Academic Affairs may (1) refer proposal back to home department for further information/clarification, (2) recommend discussion with full faculty before coming back to Academic Affairs for action, or (3) move proposal on to all schools for consultation and review.*    | Processing time will vary depending on circumstances. Any new program must complete New Initiative Proposal document available on the Academic Dean’s website; implementation time will vary depending on circumstances.Submit to Academic Dean 6 weeks before next Academic Affairs meeting. Dropping a major or minor warrants careful processing by a department, academic dean and in certain situations a special task force with consideration for program completion by declared majors/minors. Goshen Core Course proposed changes will come from the Goshen Core Curriculum Committee (GCCC) to the Academic Affairs Committee according to the course proposal, offering, and review policy. Graduate or Continuing Education program change proposals will come from the academic home department after consultation with the Associate Vice President for Academic Affairs and the Graduate School. |

\*Academic Faculty refers to all faculty whose primary job is classroom education, defined as 50% or greater teaching contract.

## ***New Academic Initiatives: Guidelines for Proposals***

A new academic initiative is

* Any new activity undertaken by a department that is expected to be ongoing and requires additional institutional resources (FTE, operating budget, personnel hours).
* Any additional service to the campus community or broader community that a department intends to offer which requires additional institutional resources.
* All new academic programs must comply with the [New Academic Initiatives](https://docs.google.com/a/goshen.edu/document/d/1N6-hAxRqZUoZl7MIbvlnAEo249yJODZn_tpYJAf8PM0/pub?embedded=true) guidelines which requires approval by the Academic Affairs Committee and the teaching faculty.
* Proposals for new programs/initiatives should be submitted first to the supervising vice president. These proposals will be submitted by the supervising VP to PC for counsel. The supervising VP will then notify the department if their proposal is or is not accepted. If the proposal is accepted, the department must clarify with the supervising VP protocol for implementing the proposal.