

Curriculog Roles and Responsibilities

Role	What you CAN do	What you CANNOT do
Originator (This is typically a faculty member)	<ul style="list-style-type: none"> • Initiate a proposal • For modifications, import the existing course or program information and then launch the proposal before making edits. • See all edits tracked or choose to view original proposal. • For new proposals, enter all required data in required fields. • For modifications, save the proposal and continue working on it until ready to “Approve”. • Must “Approve” to send it to the next level. • View all comments or edits made at each step. • Make edits if rejected by others • View which step the proposal has reached. • Send an email to any faculty colleagues with the link to the proposal so that they can view it and provide you with input (not via Curriculog). • Run an Impact Report to see which programs or courses would be affected by the proposal. • Contact affected departments so that they can make needed modifications. 	<ul style="list-style-type: none"> • Change your user account without affecting your ability to sign in. • Edit or comment on proposals after you approved them. Only the persons involved in the next step can make comments. • Delete proposals. You must contact Undergraduate Studies to request that a proposal be deleted. • Allow colleagues to have access to your proposal so that they can edit.
Department Curriculum Committee Member	<ul style="list-style-type: none"> • Read proposals that have been approved by the Originator. • Make comments on proposals. • Use a process outside of Curriculog to vote on whether to “Approve” or “Reject” a proposal. • View all comments or edits made at any step. • View which step the proposal has reached. 	<ul style="list-style-type: none"> • Edit proposals. • Unless you are the Agenda Administrator, you cannot record the decision to “Approve” or “Reject.” • Delete proposals.

Role	What you CAN do	What you CANNOT do
<p>Department Chair as the Agenda Administrator</p> <p>(On behalf of Curriculum Committee)</p>	<ul style="list-style-type: none"> • Review the Impact Report • Create an Agenda to include or prioritize proposal items to be reviewed by the committee. • Make the Decision on behalf of the Department Curriculum Committee to “Approve” or “Reject” proposals. • Make comments on proposals. • Make a request to hold (not recommended), suspend, delete, or custom route a proposal on behalf of the committee. • Review the Impact Report 	<ul style="list-style-type: none"> • Edit proposals. • Make a decision that does not reflect the decision of the Department Curriculum Committee.
<p>Department Chair</p>	<ul style="list-style-type: none"> • Edit Proposals that have been approved by the Department Committee or rejected by the College. • Comment on Proposals. • Review the Impact Report. • Make a request to hold (not recommended), suspend, delete, or custom route a proposal on behalf of the committee. • Approve a proposal thus determining it is ready for College level review. • Reject the proposal which sends it back to the Department Curriculum Committee. • View all comments or edits made at any step. • View which step the proposal has reached. 	<ul style="list-style-type: none"> • Send it directly to the originator for additional edits.
<p>College Curriculum Analyst and Associate Dean @ Initial College level Review</p>	<ul style="list-style-type: none"> • Edit Proposals that have been approved by the Department Chair. • Comment on Proposals. • Review the Impact Report. • Make a request to, suspend, delete, or custom route a proposal on behalf of the committee. 	<ul style="list-style-type: none"> • Send it directly to the originator for additional edits.

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	<ul style="list-style-type: none"> • Approve a proposal thus determining it is ready for College Curriculum Committee review. • Reject the proposal which sends it back to the Department Chair. 	
College Curriculum Committee	<ul style="list-style-type: none"> • Read proposals that have been approved by the College Associate Dean as ready for College level review. • Make comments on proposals. • Use a process outside of Curriculog to vote on whether to “Approve” or “Reject” a proposal. • View all comments or edits made at any step. • View which step the proposal has reached. • View the Impact Report. • Review proposals again after University consultation. 	<ul style="list-style-type: none"> • Edit proposals. • Unless you are the Agenda Administrator, you cannot record the decision to “Approve” or “Reject.” • Delete proposals. • Ignore objections raised during consultation.
Associate Dean as the Agenda Administrator	<ul style="list-style-type: none"> • Create an Agenda to include or prioritize proposal items to be reviewed by the committee. • Make the Decision on behalf of the College Curriculum Committee to “Approve” or “Reject” proposals. • Make comments on proposals. • Make a request to hold, suspend, delete, or custom route a proposal on behalf of the committee. • Review the Impact Report • Review Comments made during the Consultation period. 	<ul style="list-style-type: none"> • Edit proposals. • Make a decision that does not reflect the decision of the College Curriculum Committee.
All Associate Deans	<ul style="list-style-type: none"> • Review Proposals from any College during the Consultation step (14 calendar days) • Make comments about Proposals during the consultation step. These 	<ul style="list-style-type: none"> • Make comments beyond the consultation period. • Assume affected departments will have

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	comments can be in the form of objections or challenges. <ul style="list-style-type: none"> • Remain silent on a proposal. • Send the link to the proposal to any affect departments in your College. 	been notified through informal consultation.
College Associate Dean	<ul style="list-style-type: none"> • Once Approved by the College following the University consultation period, Approve or Reject. • If Approved, it is deemed ready for University level review. • If Rejected, it will go back for College level review. 	<ul style="list-style-type: none"> • Resubmit rejected proposals beyond the deadline.

Additional Information about Roles

An Agenda module has been assigned to steps that involve committees. When this happens, only the Agenda Administrator’s decision can move the proposal (Approve or Reject).

Committee members will be able to render a vote but it will not be required. Committees should establish rules for handling comments and votes.

Committee Membership

Please report all Committee membership updates to your College Associate Dean and/or Curriculum Analyst so that they can report it to Undergraduate Studies to be updated on Curriculog.