New Proposal Submission Process

We request that all faculty submit New Proposals via email. Proposals will then be circulated and approved via e-mail. For all steps, please make sure to use your St. Olaf e-mail account (required). The act of forwarding the message to the next person represents your approval of the proposal and carries the authority of a signature.

If any approver has comments about the proposal, they should be stated in the e-mail. If there are concerns serious enough to warrant revision of the proposal, the proposer should be informed and may need to recirculate the proposal after making the changes.

IMPORTANT! Please copy Kathy Granquist (“granquik”) on each e-mail as it is forwarded, so she can track the progress of all proposals.

1. **The proposer** will send his/her department chair an e-mail from his/her St. Olaf e-mail account (be sure to copy “granquik”). This e-mail will have all of the required course proposal documents attached. The St. Olaf e-mail will carry the authority of the proposer’s signature.

2. **The department chair/program director** will review the materials and will either (a) contact the proposer with suggestions for changes or (b) approve the proposal by forwarding via St. Olaf e-mail all materials to the appropriate Associate Dean. The e-mail will carry the authority of the chair’s/director’s signature.

3. The **Associate Dean** will forward the materials via St. Olaf e-mail to Kathy Granquist in the Registrar’s Office, who will pass them along to the Registrar for final review, and log them into the SIS. The e-mail will carry the authority of the Associate Dean’s signature.

4. **Kathy** forwards the proposals to the appropriate Curriculum Committee subcommittee for consideration and eventual preparation of a faculty resolution, if necessary.

5. The New Proposals Subcommittee chair drafts a faculty resolution that includes the courses that the subcommittee has approved and, therefore, needs to be brought before the full Curriculum Committee for consideration/approval at their next regularly scheduled meeting.

6. The New Proposals Subcommittee chair prepares a final resolution to be brought before the faculty for approval at the next regularly scheduled faculty meeting.