Oregon State University

New Academic Unit Proposal Workflow Chart

Curriculum Proposal System (CPS):
Abbreviated Category I Proposal: Review and Approval Process for a
New College, School, Department, or Program

Proposal Development by Faculty in an Academic Unit
College, School, Department, or Program

Office of Academic Programs, Assessment, and Accreditation (APAA)
Recommended review of the draft proposal prior to distribution to:
Proposal; Executive Summary; external contacts (for Letters of Support); business centers (for Budget Tables), Ecampus (if applicable), Valley Library (for Library Evaluation if applicable), Office of Capital Planning and Development (for Space/Facilities Evaluation)

Proposal documents posted to the Curriculum Proposal System (CPS) by the academic unit

Academic Unit(s)
Revisions and Updates

Letters of Support (Optional)
Input from higher institutions as well as public and private entities (all external to OSU).
(Note: Letters of Support can continue to be gathered and posted to the CPS as the proposal goes through the Stage 1 liaison review process.)

Budget Tables
Preparation by the academic unit Business Center (for new programs and some academic unit changes)

Space/ Facilities Evaluation
Review by the Office of Capital Planning and Development (for new degree or certificate programs, new academic units, or changes to existing space/facilities needs)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)
Stage 1

Academic Unit(s): Review and Approval Steps

Liaison Contacts
Input from Faculty and Administrators (i.e., internal comments from OSU)

Contacts submitted by proposer, standard College liaisons generated, and case-by-case College Contact liaisons generated; [One (1) week to ID additional liaisons then two (2) weeks for liaison review.]

College Curriculum Committee (or delegated individual)

Academic Unit Head, Chair or Director and College Dean [Transmittal Sheet] (generated after above steps, then signed)

Return to Academic Unit(s) from the College Curriculum Committee or Dean (Stage 1) or from the Academic Programs Committee (Stage 2)
Academic Programs Committee
- Chair, Budgets and Fiscal Planning Committee;
- Chair, Graduate Council;
- Chair, Curriculum Council;
- Chair, Executive Committee;
- Representative, Graduate School;
- Representative, Office of Academic Programs, Assessment, and Accreditation

Budget and Fiscal Planning Committee

Curriculum Council
(if graduate program in academic unit)

Graduate Council

Executive Committee

Faculty Senate

Provost
(Delegated to the Senior Vice Provost for Academic Affairs)

---FINAL APPROVAL STEP---
Implementation Process

- **Banner SIS Number**: The Registrar’s Office assigns a new major code number.
- **CPS Proposal**: An updated and finalized copy of the CPS proposal is sent to the Registrar’s Office for entry into the OSU Catalog, Banner SIS, My Degrees, and to be archived.
- **Campus Announcement**: An announcement is made to the campus by the Office of Academic Programs, Assessment, and Accreditation.

**Note**: Occasionally, the workflow will be modified due to a proposal priority or to scheduling issues.