

## **Liaison Policy**

### Purpose of the Liaison Process

Most curricular proposals require liaison with academic units outside of the unit originating the proposal. Liaisons provide valuable input on the academic merit of a proposal as well as provide guidance on curricular structure, format, and student or industry impact. In addition, the liaison process notifies academic units of impending changes that may impact them.

The liaison process serves a crucial role in supporting the university's strategic plan by fostering collaboration and innovation while also reducing curricular duplication in courses and programs (majors, minors, options and certificates).

The [Expedited Proposal Policy](#) lists proposal exceptions where the liaison process is not required.

### Minimum Requirements

A minimum of three academic liaisons are required for new and changed courses and programs.

- Two of the three liaisons must be from outside the academic unit originating the proposal. For the purposes of this policy, an academic unit is defined as a college, department or school.
  - For example, if the originator is in the School of Mechanical, Industrial and Manufacturing Engineering, the School of Electrical Engineering and Computer Science would be considered an external liaison
- One liaison may be from within the originating academic unit. Multiple liaisons may be added from within the originating academic unit, but these additional internal liaisons do not count towards the two outside liaisons.

### Qualifying liaisons

Academic liaisons are units whose primary function is teaching and research.

Administrative review is built into the curriculum review workflow so administrative units do not count toward the liaison minimum. However, originators can invite administrative units to be part of the liaison process if they deem their feedback to be valuable on a specific proposal.

All campus locations (e.g. Corvallis, Ecampus, OSU-Cascades) are considered administrative units as are the Office of the Registrar, Office of Admissions, Academic Learning Services and INTO OSU.

### Liaison process

- Originators select academic units as liaisons when creating the proposal
- Individuals who are not part of an established academic unit in CIM can be a liaison but the invitation to comment on a proposal must be sent outside of CIM and individuals are therefore not included in the minimum requirement of three
- Any reviewer may send back a proposal and request additional liaisons
- Liaisons are contacted through CIM and have 10 business days to respond
- Liaisons are not required to respond but failure to do so may hinder processing of the proposal at later review steps

### Liaison Selection

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Liaison selection should be thoughtful and the responsibility is on the originator to add academic units that are appropriate, not just to meet the minimum count. When selecting liaisons, originators should make a genuine attempt to research other offerings at OSU and liaisons should be added for all academic units who teach in a similar area or can provide feedback on structure or curricular design.