

Liaison Policy – Revised 1/29/2020

I. 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.

II. Definitions

For purposes of this policy, the following definitions apply:

- Academic Unit: the smallest nested level within a college, school, program, or department.
 - For example, the College of Business includes three schools and multiple programs situated within schools (i.e., accountancy, apparel design, business analytics). The Academic Unit would be the program.
- Originating Academic Unit: the Academic Unit identified in the course or program proposal as having primary oversight and responsibility for the course or program.
- External Academic Liaison: An Academic Liaison that is outside the largest nested level associated with a college, school, program, or department.
 - For example, the College of Engineering includes six schools and multiple programs situated within schools (i.e., mechanical engineering, industrial engineering). An External Liaison would be a liaison from outside the College of Engineering.
- Academic Liaison: Academic Units whose primary function is teaching and research, and which may be designated as a liaison in CIM.
- Individual Liaison: An individual invited to comment on a proposal.
- Administrative Unit: The university administrative divisions and offices (e.g., Office of Faculty Affairs, Division of Enrollment Management, Division of Ecampus, Office of Undergraduate Education), and also includes any departments, offices, and units that are nested within the administrative divisions and offices (e.g., Office of the Registrar, Office of Admissions, Academic Learning Services).

III. Minimum Requirements

A minimum of three Academic Liaisons are required for new and changed courses and programs. Administrative units may be invited to participate in the liaison process but do not count toward the minimum liaison requirements.

- One liaison may be within the Originating Academic Unit.
- Two of the three liaisons must be from outside the Originating Academic Unit.
- All proposals for new courses and programs and any change to a course or program where another Academic Unit could potentially be impacted by the change requires one liaison be an External Academic Liaison.

IV. Liaison process

Originators of a proposal should seek Academic Liaisons that are likely to be able to provide input on the academic merit of a proposal as well as provide guidance on curricular structure, format, and student or industry impact. Academic Liaisons may also encourage collaboration and innovation while providing insight on reducing curricular duplication in courses and programs.

- Three Academic Liaisons meeting the minimum standards described in Part III (above) must be selected when creating a proposal.
- Academic Liaisons are contacted through CIM and have 10 business days to respond.
- Liaisons are not required to respond.
- A reviewer may request an Individual Liaison or an additional Academic Liaison if they believe that the additional liaison can provide significant and necessary input on the proposal. However, if the proposal met the minimum standards for liaisons, these requests should be viewed as informational only, and should not prevent the proposal from moving forward in the curricular review process.

V. Liaison responsibility

While liaisons are not required to respond, responses are encouraged in order to expedite processing of proposals. A non-response from a liaison will be interpreted as the liaison had no issues with the proposal and the proposal will move forward in the curricular review process.