

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 for which the liaison process is not required.

II. Definitions

For purposes of this policy, the following definitions apply:

- Academic Unit: As per the Office of Academic Programs and Assessments (APA), an Academic Unit may be a college, school, department, or program.
 - For example, the College of Engineering includes six schools and has multiple programs situated within those schools (e.g., mechanical engineering, industrial engineering). The college, schools, and the programs may each be considered an academic unit.
- Originating Academic Unit: The Academic Unit identified in the course or program proposal as having primary oversight and responsibility for the course or program.
- Academic Liaison: An Academic Unit whose primary function is teaching and research and which may be designated as a liaison in CIM.
- Internal Academic Liaison: An Academic Liaison that is inside the largest nested level associated with the Originating Academic Unit and outside the Originating Academic Unit.
 - For example, an Internal Academic Liaison for a proposal originating from an Academic Unit within the College of Engineering would be a liaison from inside the College of Engineering but outside the Originating Academic Unit.
- External Academic Liaison: An Academic Liaison that is outside the largest nested level associated with the Originating Academic Unit.
 - For example, an External Academic Liaison for a proposal originating from an Academic Unit within the College of Engineering would be a liaison from outside the College of Engineering.
- Subject Matter Liaison: An individual invited to comment on a proposal and who has subject matter expertise relevant to the subject matter of the proposal.
- Administrative Unit: The University administrative divisions and offices (e.g., Office of Faculty Affairs, Division of Enrollment Management, Division of Ecampus, and Office of Undergraduate Education); 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, and Academic Learning Services).
- Reviewer: An individual in one of the approval roles defined in the curricular

review work flow process (e.g., Faculty Senate councils), designated as the liaison representative for an Academic Unit, or invited as a Subject Matter Liaison.

III. Liaison Requirements

A. General requirements

- Selecting a minimum of three Academic Liaisons is required for new and changed courses and programs.
- If the originator of the proposal is not the head of the Originating Academic Unit, then the head of the Originating Academic Unit must be a liaison and does not count towards the minimum number of liaisons.
- Administrative units may be invited to participate in the liaison process but do not count toward the minimum liaison requirements.

B. Selecting liaisons

- Originators of a proposal should seek Academic Liaisons from units that can provide special expertise or guidance on the academic merit of a proposal as well as on the 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.
- For course change proposals, CIM will automatically populate the liaison field with the Academic Units with programs impacted by the course proposal.
- For new course proposals –
 - Academic Units with a programmatic level of expertise related to the subject matter in the course proposal should be a liaison. For example, a proposed class on labor ethics should include an Academic Liaison from the School of History, Philosophy, and Religion as that Academic Unit has programmatic expertise in ethics.
 - A minimum of one Academic Liaison must be an External Academic Liaison; the remaining liaisons can be Internal Academic Liaisons.
- For new and change program proposals –
 - Academic Units with programs related to or similar to the program referenced in the proposal must be a liaison. For example, a program on business analytics must include Academic Liaisons from the College of Engineering and the Department of Statistics as those Academic Units may have programs and/or courses relevant to analytics.
 - Academic Units that offer courses included in the program must be a liaison. This includes courses that are required for the program, meet an elective requirement, or are pre-requisites for courses in the program.
 - A minimum of two Academic Liaisons must be External Academic Liaisons; the remaining liaisons can be Internal Academic Liaisons.
- For help with identifying liaisons, contact the Registrar's Office.

IV. Liaison Process

- Academic Liaisons are contacted through CIM and have 10 business days to respond.
- A reviewer may request an additional Academic Liaison or a Subject Matter Liaison if they believe that the additional liaison can provide significant and necessary input on the proposal. If a proposal meets the minimum standards for

liaisons as defined in the section on Minimum Liaison Requirements, these requests should be viewed as informational only and should not prevent the proposal from moving forward in the curricular review process.

- The Graduate Council and/or Curriculum Council may require additional liaisons if the council members feel the proposal has not received sufficient liaison responses or the proposal would benefit from a more comprehensive set of liaisons. Either council may also require the Originating Academic Unit address any concerns voiced by Academic Liaisons before moving the proposal forward in the curricular review process.

V. Liaison Responsibility

Liaison responses are encouraged in order to expedite the 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.

Liaison Policy rev v3