



Academic Affairs
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To: Deans and Community Campus Directors

Fr: Denise Runge, Provost and Vice Chancellor for Academic Affairs

DocuSigned by:
Denise K. Runge
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Cc: Yvonne Chase, Chair, Undergraduate Academic Board
Greg Protasel, Chair, Graduate Academic Board
Heidi Tilicki, Coordinator, Governance
Susan Kalina, Vice Provost, Academic Affairs and Institutional Effectiveness
Lindsey Chadwell, University Registrar

Re: Electronic Curriculum Workflow Update

To better reflect the faculty's role in the curriculum review process, the electronic workflow for all programs will be as follows:

- Courses and programs route from the faculty initiator to the department chair or division director, as applicable, then to the college curriculum committee. Only eligible faculty as per the Curriculum Handbook and Faculty Senate Constitution (tenure-track or term faculty members with a non-administrative assignment of .5 F.T.E. or greater and holding the rank of Instructor, Assistant Professor, Associate Professor, or Professor) may initiate curriculum.
- After review by the college curriculum committee, curriculum goes to the dean for review. If a program is fully delivered by a community campus, the affected community campus director(s) will receive an informational email at this time, so they can review for resource purposes. The dean will consult with the affected community campus director(s) as part of the dean's review. The dean will confirm in a comment in the CIM system that this consultation has occurred.

In all cases, it is expected that appropriate consultation and coordination has occurred before curriculum is moved forward to the next approval level. At each level, the "approver" should confirm in a comment in the CIM system that consultation and coordination has occurred.