

## **Faculty of Humanities and Social Sciences Graduate Studies Calendar Change Proposal**

**Department:**

**Graduate Course(s)/Regulations/Program:**

### **ADMINISTRATIVE AUTHORIZATION**

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:

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Date:

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Date of approval by Faculty/Academic Council:

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# **Faculty of Humanities and Social Sciences Graduate Calendar Change Proposal Form**

**COURSE NUMBER/TITLE or PROGRAM NAME**

**REVISED COURSE(S)/PROGRAM**

**RATIONALE**

**ANTICIPATED EFFECTIVE DATE**

**CALENDAR CHANGES (Please use underline for additions and ~~strikethroughs for deletions~~)**

**CALENDAR ENTRY AFTER CHANGES**

**SECONDARY CALENDAR CHANGES**

**SECONDARY CALENDAR CHANGES – ENTRY AFTER CHANGES**

# Memorial University of Newfoundland

## Calendar Change Proposal Form

### Appendix Page

#### CONSULTATIONS SOUGHT

[Indicate here that the Dean's office sends CCP out for formal consultation. The text of the request for formal feedback sent to these units will also be attached to this Appendix Page. If a response is received, the date of the response will be noted here and the text of the response attached to this Appendix Page. If no response is received, this will be indicated here.]

CONSULTATIONS SOUGHT	RESPONSE	DATE
Business	Yes/No	
Education	Yes/No	
Engineering	Yes/No	
Grenfell Campus	Yes/No	
Human Kinetics and Recreation	Yes/No	
Humanities and Social Sciences	Yes/No	
Labrador Institute	Yes/No	
Library	Yes/No	
Marine Institute	Yes/No	
Medicine	Yes/No	
Music	Yes/No	
Nursing	Yes/No	
Pharmacy	Yes/No	
Registrar's Office	Yes/No	
Science	Yes/No	
Social Work	Yes/No	

Here, proposers should list each academic unit to which the attached Calendar changes (or a draft thereof) were sent for informal feedback. Include in the list any informal consultation with Grenfell.

#### LIBRARY REPORT

[The text of the request for feedback sent to the Library, and the text of the response from the Library, should be attached. For new course proposals, a library report is required and should be submitted to the Dean's Office for inclusion in the final proposal. In the case of "Special Topics" courses, a Library Report is not required.]

#### RESOURCE IMPLICATIONS

[Indicate any resource implications, including with regards to instructional costs and Library holdings, arising from the attached Calendar changes. If there are no such implications, indicate this.]

Check box as applicable (☑)

<i>Courses that are part of load</i>	YES	NO	N/A
Q1. Will the course be taught by a tenured or tenure track Academic Staff Member as part of load? <i>(if yes, complete 1a to 1c; if no, proceed to Q2 )</i>			
a) Required course: will it be taught every year?			
b) Elective course: will it be taught on a regular rotation depending on the academic unit's teaching plan?			
c) Elective course: will it hinder the academic unit's ability to offer its core program?			
<i>Proceed to Q3.</i>			

Q2. If the course will be taught as overload by an Academic Staff Member, or by a per-course instructor (PCI) or by any other contractual instructor, please answer each of the following.

- a) Approximately how often will the course be taught?
- b) Why can't the course be offered by a tenured or tenure track Academic Staff Member as part of normal load?

Q3. If the course is planned as a distance course, does DELTS support it and has DELTS confirmed that it will offer financial and administrative support?

Q4. Will the course require any further resources (e.g. extra administrative supports)? Please explain and justify.

### **ADDITIONAL INFORMATION REQUIRED FOR NEW COURSE PROPOSALS**

[For all new course proposals, a sample syllabus must be provided and must include required elements: course description, instructor information, method of evaluation (including weights and dates), required textbook(s), provisional schedule of readings and assignments. Use of the HSS Syllabus template is encouraged (see [Develop a course Syllabus](#).)]

**Title of Proposal:** \_\_\_\_\_

**Checklist for Faculty of Humanities and Social Sciences Course/Program Proposals**

This checklist helps faculty to avoid errors and omissions in calendar change proposals. The completed checklist will be reviewed by a secretary in the Office of the Dean of HSS before the Associate Dean (Curriculum and Programs) assesses the draft proposal in preparation for submission to the Curriculum and Programs Committee. Proposals reviewed after October 31 may not be eligible for the next academic year's University Calendar.

**Faculty member: check boxes as applicable**

	YES	N/A
1. Has the completed proposal been approved by your academic unit's undergraduate committee and/or by the unit as a whole, including the Head?		
2. Will the change impact the calendar entry of another unit/department, <b>including Grenfell Campus and interdisciplinary HSS programs</b> ? If so, this is identified in the "secondary change" section, and written consent should be appended.		
3. Has a Word version of the proposal been submitted, not a pdf? (so that the Dean's Office can make edits as appropriate, if applicable. Authors will be consulted about any edits)		
4. Does the proposal use all required headings, 12 point font, and include page numbers?		
5. Does the title on the front page of the proposal identify the name of the course/program?		
6. Is an executive summary, rationale or similar topline information included? (during formal consultations coordinated by the Office of the Dean of HSS this summary will be circulated electronically so that recipients can quickly grasp key aspects before reviewing the proposal itself).		
7. Does the "Resource Implications" section include the Dean's Office checklist template for this section? (not applicable to a course that will use an existing special topic number)		
8. Has a library report been requested or appended? (not required for special topics courses)		
9. Is the course title/description free from technical jargon and extraneous content? (e.g., instead of "2620 English: This course will..." just begin "2620 English will...").		
10. Are proposed deletions to existing Calendar language identified using strikethroughs, <del>like this</del> , and proposed Calendar additions identified by underlining, <u>like this</u> ?		
11. Does the proposal avail of the opportunity to use the "Secondary Changes" section to delete inactive courses that have not been offered in many years?		
12. Has a weekly breakdown of assigned reading and activities been provided?		
13. Has the Faculty member teaching the course been identified?		
14. Have marks for all parts of the evaluation, and the approximate dates of evaluation, been identified? At least 20% of the final grade must be returned before the last day to drop courses without academic prejudice (roughly 2 weeks after the midterm break).		
15. If a special topics course: has a course number been identified on the cover page of the proposal? (a number should be assigned by the Assistant Registrar for HSS)		
16. Does the "Summary Page for Senate" repeat changes to Calendar language, using the <del>strikethroughs</del> and <u>underlines</u> technique (not applicable if an existing special topic number).		

*updated: Sept- 2023*

The person that the Office of the Dean should contact with any questions about the attached proposal:

\_\_\_\_\_  
Name (print legibly)

\_\_\_\_\_  
Phone / email

Departmental Head Signature: \_\_\_\_\_

**List of documents required:**

-Properly authorized SGS form: Request for Approval of a Graduate Course (if a new course or regularizing a previous Special Topics Course) – form link below:

[SGS Form-Request for Approval of a Graduate Course](#)

-Sample Course Syllabus – required for all new courses/regularized courses

-Library Report – required for all new programs and all new courses/regularized courses