

Title of Proposal: _____
Cover Sheet for Faculty of Humanities and Social Sciences Course/Program Proposals

This cover sheet 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, including Grenfell Campus and interdisciplinary HSS programs ? 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 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, like this , 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 strikethroughs and <u>underlines</u> technique (not applicable if an existing special topic number).		

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

 Name (print legibly)

 Phone / email

updated: October 2022

Departmental Head Signature: _____