

**Guidelines for Faculty of HSS Calendar Change Proposals**  
**Deadline: October 15 (or next business day, if Oct 15 falls on a weekend)**

This document has been developed by the Dean's Office for Faculty of Humanities and Social Sciences. The Dean's Office is here to help as you prepare Calendar change proposals. If you have questions, please contact Rose Frew at [rmfrew@mun.ca](mailto:rmfrew@mun.ca). We are happy to assist.

To avoid the Secretary to Faculty Council sending the proposal back to the Unit for review, please attend carefully to the following guidelines:

1. Please submit your document in **Word version** (not pdf) for editing purposes.
2. For Undergraduate proposals, use packages provided on HSS Website: [Proposals to Change Undergraduate Calendar Entries or to Create New Courses | Faculty of Humanities and Social Sciences | Memorial University of Newfoundland \(mun.ca\)](#), which includes the necessary pages provided by Senate: [SCUGS Calendar Change Proposal Forms](#).
3. If a new course, ensure a number has been requested from Assistant Registrar for HSS.
4. The "Executive Summary" should be included in the "Rationale"; the Dean's Office can extract and include it in the email during formal consultation.
5. The "Resource Implications" should not rely on contractual teaching or new resources.
6. If a new course, a library report must be included, or at least have been requested.
7. If a new course, marks for all parts of the evaluation, and the approximate dates of evaluation, should be identified. At least 20% of evaluation must be returned to student before the 8<sup>th</sup> week of classes (Undergraduate only).
8. If a course outline is included, ensure it follows course syllabus guidelines available at [https://www.mun.ca/hss/faculty\\_staff/tasks.php](https://www.mun.ca/hss/faculty_staff/tasks.php) (Undergraduate only)
9. For CRW/IS/LS/QR designation, the course title and/or calendar description should unequivocally demonstrate the course meets the criteria. CRW: [www.mun.ca/hss/crw](http://www.mun.ca/hss/crw); International Studies (IS): [www.mun.ca/hss/is](http://www.mun.ca/hss/is); Language Study (LS): [www.mun.ca/hss/ls](http://www.mun.ca/hss/ls); Quantitative Reasoning (QR): [www.mun.ca/hss/qr](http://www.mun.ca/hss/qr).
10. For a new Graduate course, use the SGS "[Form for a Proposal for a New Course](#)."
11. Please specify which faculty member is the primary contact for the proposal.
12. "Secondary Changes" update information anywhere else in the Calendar, where applicable. This can be identified through a keyword search of the calendar.
13. Proposal should use 12-point font, and have page numbers at bottom right side.
14. The title of the proposal should be clearly identified on top of first page.
15. Abbreviated course title on "Senate Summary Page" must be no more than 29 characters including spaces (Undergraduate only).
16. Course description can be no more than 75 words (Undergraduate only).
17. Strikethroughs should be used for any content being removed from the Calendar (e.g. ~~old content~~.)
18. Underlines should be used for new content being added to the Calendar (e.g. this is new content.)
19. Include evidence of informal consultation with units who may be interested in the proposal.
20. Your unit head and curriculum committee or equivalent should indicate approval of the proposal.
21. The Calendar entry should not have unnecessary words. (e.g., instead of "English 2620: This course will..." just begin "English 2620 will...").
22. The course title and calendar description should be clear for non-experts and avoid technical jargon.