

**Normal Schedule for Undergraduate Calendar Changes
in the Faculty of Humanities and Social Sciences**

The following schedule outlines the normal process that is observed to advance undergraduate calendar change proposals. To facilitate minor changes and to minimize administrative paperwork, normally each September the Associate Dean puts out a general call to invite tweaks and adjustments that can be included in an omnibus Faculty of Humanities and Social Sciences calendar change proposal. The Associate Dean requires simple information in an email accompanied by a rationale, which can be submitted anytime.

	To make changes in the published edition of the next year's Calendar...	To have new programs or courses available for delivery in the upcoming academic year...
Consult with Assistant Registrar about calendar issues	By early October	By early February
<i>Informal</i> consultation with any faculty member or cognate academic unit or program (incl. Cooperative Education and Grenfell Campus) that may have opinions or concerns	By mid-October	By mid-February
Provisional approval received via a departmental vote	By late October	By late February
Request library report	By late October	By late February
High quality proposal using required templates submitted electronically to secretary of Associate Dean of HSS	By October 31	By February 28
Dean's Office review, requests for changes, and general preparation	First week of November (extremely busy time in the Dean's Office due to the high volume of proposals)	First week of March (volume of proposals is lower than in November)
If approved, Associate Dean signs proposal and authorizes it to be sent out to receive <i>formal</i> written consultation from other HSS department Heads, Grenfell Campus, Marine Institute*	First Friday in November (recommended)	First Friday in March (recommended)
Minimum 2 weeks formal consultation period (total of 4 weeks must normally elapse between initiation of formal consultation and the Faculty Council vote)	November 7-21 (approx.)	March 7-21 (approx.)
Proposal circulated with HSS Committee on Undergraduate Studies (CUGS) agenda	Friday prior to late November CUGS meeting	Friday prior to late March CUGS meeting

	To make changes in the published edition of the next year's Calendar...	To have new programs or courses available for delivery in the upcoming academic year...
CUGS vote*	November 25 (approx.)	March 25 (approx.)
CUGS-required changes made to proposal	November 26-27 (approx.)	March 26-27 (approx.)
If approved, proposal circulated with Faculty Council agenda to all HSS faculty	Friday prior to December's Faculty Council meeting	Friday prior to April's Faculty Council meeting
Faculty Council vote (<i>note: excellent consultation will minimize concerns and increase the likelihood of a successful vote</i>)	First Wednesday in December. A second Faculty Council meeting is sometimes held to deal with a high volume of proposals.	First Wednesday in April
If approved, proposal submitted by Dean's Office to Senate Committee on Undergraduate Studies (SCUGS) and circulated with SCUGS agenda	Mid-December	Mid-April
SCUGS vote	January	Late April
SCUGS-required changes made to proposal	January	Late April
If approved, proposal submitted to Senate Executive	Late January	Early May
If approved, proposal circulated with Senate Agenda	Early February (final opportunity for published calendar)	Early May (final opportunity for next academic year)

*As per University general regulations, CUGS on behalf of Faculty Council is the final point of approval of a special topics course when a number that is already in the calendar is used. To ensure that all faculty members in Humanities and Social Sciences have an opportunity to comment on all course proposals, when a special topics proposal is approved for formal consultation it is the policy of CUGS and the Dean's Office that it be circulated to all HSS faculty members. Any written feedback is appended to the proposal for CUGS' consideration. By comparison, a proposal for a regularized course reaches all faculty members when it is circulated with the Faculty Council agenda, and they have an opportunity to comment and vote on it at the Faculty Council meeting.

Last revised: May 2016