



Department/Program Standards Approval Sheet

Process:

- a) Department or program votes; if approved, Department Chair/Director submits to College Dean for review.
- b) College Dean reviews, consults with Department Chair/Director regarding questions/ issues, then forwards Dean reviewed Word document to the Office of Academic Personnel via email for review.
- c) The Office of Academic Personnel reviews for compliance with CBA/FPPP, consults with the Dean and Department Chair/Director as needed, then forwards Department/Program Standards to Provost for review and approval;
- d) Provost reviews and approves, recommending changes if necessary, then returns document to the Office of Academic Personnel.
- e) If not approved, the Office of Academic Personnel forwards requested changes for revision and re-submission to Dean and Department Chair/ Director.
- f) If approved, the Office of Academic Personnel adds *Provost Approved Date* footer to the document and:
 - a. Routes this approval sheet with approved Department/Program Standards for signatures via Adobe Sign,
 - b. Uploads document to the Office of Academic Personnel Department Standards website, and
 - c. Informs Dean and Department Chair/Director of approval with link to the Office of Academic Personnel website location.

Chair/Director Approval: _____ Date: _____

Dean Review: _____ Date: _____

Academic Personnel Review: _____ Date: _____

Provost Approval: _____ Date: _____