



Department Standards Approval Sheet

Process:

- a) Department votes, if approved, Department Chair/Director submits to College Dean for review and approval;
- b) College Dean reviews, consults with Department Chair/Director regarding questions/ issues, then forwards Dean approved document to OAPL for review;
- c) OAPL reviews for compliance with CBA/FPPP, consults with dean, then forwards OAPL approved document to Provost for approval;
- d) Provost reviews and approves, recommending changes if necessary, then returns approved document to OAPL.
- e) OAPL adds *Provost Approved Date* footnote to page 1 of document:
 - a. Uploads document to OAPL website,
 - b. Informs Dean and Department Chair/Director of approval with link to OAPL website location,
 - c. Emails Department Standards Approval Sheet to Department Chair for completion.

Approvals:

Chair/Director: _____ Date: _____

Dean: _____ Date: _____

OAPL: _____ Date: _____

Provost: _____ Date: _____