

Guidelines and Procedures for Submitting Requests

Proposals for curricular changes generally originate with one or a small group of faculty; are reviewed by the Committee on Curricula; and are presented to the A&S faculty for approval. The committee strongly encourages faculty to work with their department chair to develop a proposal before submitting it for wider departmental review. This step provides an additional opportunity to refine the proposal and ensure that it benefits from the department's collective curricular knowledge and experience. Only after these steps have been completed should a proposal be submitted to the Committee on Curricula.

All requests for action should use the appropriate downloadable template.

- Obtain input from the department chair and colleagues as appropriate. Refer to the "Guidelines on Course Descriptions for the Bulletin" below when creating a listing. The goal of this stage should be to generate a proposal for departmental or program review in the format requested by the Committee on Curricula.
- The department's faculty should have an opportunity to provide input, whether at a departmental meeting, via email, or through a subgroup of the department.
- After editing and departmental approval, email the form to the committee chair and the relevant Tisch librarian ("bibliographer") using the links embedded in the form (this does not apply to new course requests). Also email a copy to the chair or program director. The chair and bibliographer must email their approval to the committee chair at currcomm@tufts.edu before the Committee on Curricula can consider the proposal.
- The chair's approval indicates the department's involvement with and support of the proposal. The bibliographer's notification alerts the library to new courses for which bibliographers should be seeking materials. It is not used to restrict the introduction of new items into the A&S curricula.
- The sponsor of the proposal should ensure that the committee chair receives the approval of the department chair and the bibliographer. Missing approval forms may delay a proposal's consideration.

Guidelines on Course Descriptions for the Bulletin

- The description should be informative and define the course content clearly. Avoid jargon, especially if it is unique to the subject. While the electronic age frees us somewhat from strict word limits, specificity and brevity are still desirable. Most descriptions do not exceed 100 words, excluding prerequisites.
- Typically, the first sentence of the course description is a summary of the overall purpose or content, including (where relevant) an indication of the course's level (e.g., introductory or advanced). Following this introduction normally is a list of five or six main topics or a sampling of the topics typically covered.
- The language should be concise, without redundancy, and without compromising clarity or specificity. For example, "Introduction to" is preferable to "A basic introduction to." Many definite and indefinite articles can be omitted. A best practice is to determine whether each clause is stated in the fewest possible words without sacrificing meaning.
- Course prerequisites, if any, are listed after the description. The stipulation "or consent of the instructor" is abbreviated to "or consent." Course descriptions do not include the name of the instructor, which is listed in the course offerings for each semester.

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Guidelines on Submitting a Change in A&S Foundation or Distribution Requirements

- Changes to foundation or distribution requirements call for a proposal to the Committee on Curricula. Although there is no predetermined format, the proposal should be submitted electronically as a Microsoft Word document using the following guidelines.
- Identify who is submitting the proposal (faculty, program, etc.) and provide contact information.
- If the proposal has student participants, it requires the sponsorship of a faculty member or academic entity.
- List the proposed changes to the [Bulletin](#). Include the complete *Bulletin* text as it currently appears, as well as the proposed revision. If the changes are minor, a single version showing the edits to the existing text will suffice. A proposed new requirement requires a full version of the proposed new text. If the changes are complicated, consider including a summary of them.
- Provide the rationale for the proposed change or addition including the reason for the change; expected changes to department or university offerings, enrollments, and teaching responsibilities; a summary of consultations with other groups; and possible added expenses.