SPECIAL REPORT OF THE SECRETARY OF THE FACULTY PRESENTING GUIDE FOR CHANGES IN 
ACADEMIC PROGRAMS OF THE UNIVERSITY OF WISCONSIN--MILWAUKEE 

Guide for the Inauguration of New Academic Programs or the Substantial 
Revision of Existing Academic Programs Involving Units of the 
University of Wisconsin--Milwaukee 

I. Programs involving only one college, school or division of the UW--Milwaukee. 

A. Inauguration of new (i.e., not in existence in the University of Wisconsin) courses or substantial revision of existing courses offered by departments of the College of Letters and Science and the School of Education.

1. Initial statement of the request by the department (or departments, if the course is to be offered by more than one department of the appropriate college or school) including pertinent details.
   a. proposed catalogue description.
   b. name and qualifications of instructor in charge of course.
   c. reasons for the proposal.

2. Consideration and advisory action by joint conference committee of parallel Madison and Milwaukee departments concerned (or by the inter-campus conference committee, in the case of Education).

3. Consideration of the proposal (in 20 copies) by the appropriate dean based upon the following criteria.
   a. academic qualifications of proposed instructor.
   b. total course offerings of the department.
   c. budget limitations.

4. Consideration and advisory action by the appropriate college or school joint conference committee, upon referral by the dean.

5. Consideration and advisory action by the appropriate college or school curriculum committee, upon referral by the dean.

6. Consideration and approval by the appropriate college or school faculty, upon referral by the dean, if required by rules of such faculty.

7. Consideration and recommendation of approval by the Executive Committee of the University Faculty Division in which the initiating department holds membership, upon referral by the dean, or

8. Consideration and recommendation of approval by the University Course Committee, in the case of courses in fields involving departments which do not hold membership in University Faculty Divisions, upon referral by the dean.

9. Consideration and final approval by the appropriate dean based upon the foregoing sequence of steps and criteria.
I. B. Inauguration of new (i.e., not in existence in the University of Wisconsin undergraduate departmental majors or substantial revision of existing undergraduate majors offered by departments of a college or school.

1. Initial statement of the request by the department (or departments, if the major is proposed by more than one department of the appropriate college or school) including pertinent details.
   a. proposed catalogue description.
   b. names and qualifications of staff in charge.
   c. reasons for the proposal.

2. Consideration and advisory action by joint conference committee of parallel Madison and Milwaukee departments concerned (or by the inter-campus conference committee, in the case of Education).

3. Consideration of the proposal by the appropriate dean based upon the following criteria.
   a. academic qualifications of proposed staff.
   b. total course offerings of the department.
   c. total major offerings of the college or school.
   d. budget limitations.

4. Consideration and advisory action by the appropriate college or school joint conference committee, upon referral by the dean.

5. Consideration and advisory action by the appropriate college or school curriculum committee, upon referral by the dean, if required by rules of such college or school faculty.

6. Consideration and approval by the appropriate college or school faculty, upon referral by the dean.

7. Consideration and final approval by the appropriate dean based upon the foregoing sequence of steps and criteria.

(Note: Inauguration of undergraduate departmental majors now in existence in the University of Wisconsin may be undertaken by departments of the UW-M college or school upon satisfaction of foregoing steps 1, 2, 3 and 7.)
I. C. Inauguration of new (i.e., not in existence in the University of Wisconsin) degree programs or substantial revision of existing degree programs of a college or school.

1. Initial statement of the request by departments, groups or other interested persons of the appropriate college or school including pertinent details.
   a. proposed catalogue description.
   b. reasons for the proposal.

2. Consideration and advisory action by joint conference committees of parallel Madison and Milwaukee departments concerned (or by the inter-campus conference committees, in the case of Education).

3. Consideration of the proposal by the appropriate dean based upon the following criteria.
   a. academic qualifications of the proposed staff.
   b. total course offerings of the departments involved.
   c. total degree programs of the college or school.
   d. budget limitations.

4. Consideration and advisory action by the appropriate college or school joint conference committee, upon referral by the dean.

5. Consideration and advisory action by the appropriate college or school curriculum committee, upon referral by the dean, if required by rules of such college or school faculty.

6. Consideration and approval by the appropriate college or school faculty, upon referral by the dean.

7. Consideration and recommendation of approval by the Executive Committees of the appropriate University Faculty Divisions concerned, upon referral by the dean, or

8. Consideration and recommendation of approval by the University Course Committee, in the case of degree programs in fields involving departments which do not hold membership in University Faculty Divisions, upon referral by the dean.

9. Presentation of a report of the proposal to the Faculty of the University of Wisconsin—Milwaukee for information only. (This procedure is recommended, not required.)

10. Consideration and approval by the University Faculty, upon referral by the dean, through the Secretary of the Milwaukee Faculty.

11. Consideration and approval by the University Board of Regents, upon referral by the Secretary of the University Faculty.

12. Consideration and final approval by the Coordinating Committee for Higher Education.
I. D. Inauguration of new (i.e., not in existence in the University of Wisconsin) courses or substantial revision of existing courses offered by the Divisions of Commerce and Engineering and Departments of Pharmacy and Home Economics.

1. Initial statement of the request by groups or interested persons of the appropriate division or department with University school or college connections including pertinent details.
   
   c. proposed catalogue description.
   b. name and qualifications of instructor in charge of course.
   c. reasons for the proposal.

2. Consideration of the proposal (in sufficient copies) by the appropriate director or chairman of the UW-M division or department concerned, and

3. Consideration of the proposal by the appropriate dean of the University school or college, upon referral by the UW-M divisional director or departmental chairman, based upon the following criteria.
   
   a. academic qualifications of proposed instructor.
   b. total course offerings of the division or department.

4. Consideration and advisory action by the appropriate college or school curriculum committee, upon referral by the dean.

5. Consideration and approval by the appropriate college or school faculty, upon referral by the dean, if required by rules of such faculty.

6. Consideration and recommendation of approval by the Executive Committee of the University Faculty Division in which the initiating academic unit holds membership, upon referral by the dean, or

7. Consideration and recommendation of approval by the University Course Committee, in the case of courses in fields involving academic units which do not hold membership in University Faculty Divisions, upon referral by the dean.

8. Consideration and final approval by the appropriate dean based upon the foregoing sequence of steps and criteria.
I. E. Inauguration of new (i.e., not in existence in the University of Wisconsin) undergraduate majors or substantial revision of existing undergraduate majors offered by UW--M divisions or departments with University school or college connections.

1. Initial statement of request by groups or interested persons of the appropriate division or department with University school or college connections including pertinent details.
   a. proposed catalogue description.
   b. names and qualifications of staff in charge.
   c. reasons for the proposal.

2. Consideration of the proposal by the appropriate director or chairman of the UW--M division or department concerned, and

3. Consideration of the proposal by the appropriate dean of the University school or college, upon referral by the UW--M divisional director or departmental chairman, based upon the following criteria.
   a. academic qualifications of proposed staff.
   b. total course offerings of the division or department.
   c. total major offerings of the division or department.

4. Consideration and advisory action by the appropriate college or school curriculum committee, upon referral by the dean, if required by rules of such college or school faculty.

5. Consideration and approval by the appropriate college or school faculty, upon referral by the dean.

6. Consideration and final approval by the appropriate dean based upon the foregoing sequence of steps and criteria.

(NOTE: Inauguration of undergraduate majors now in existence in the University of Wisconsin may be undertaken by UW--M divisions or departments with University school or college connections upon satisfaction of foregoing steps 1, 2, 3, and 6.)
I. F. Inauguration of new (i.e., not in existence in the University of Wisconsin) undergraduate degree programs or substantial revision of existing degree programs offered by UW–M divisions or departments with University school or college connections.

1. Initial statement of request by groups or interested persons of the appropriate division or department with University school or college connections including pertinent details.
   a. proposed catalogue description.
   b. reasons for the proposal.

2. Consideration of the proposal by the appropriate director or chairman of the UW–M division or department concerned, and

3. Consideration by the Provost, upon referral by the director or chairman concerned, and

4. Consideration by the appropriate dean based upon the following criteria, upon referral by the Provost.
   a. academic qualifications of the proposed staff.
   b. total course offerings of the division or department.
   c. total degree program offerings of the division or department.

5. Consideration and advisory action by the appropriate college or school curriculum committee, upon referral by the dean, if required by rules of such college or school faculty.

6. Consideration and approval by the appropriate college or school faculty, upon referral by the dean.

7. Consideration and recommendation of approval by the Executive Committee of the appropriate University Faculty Division concerned, upon referral by the dean, or

8. Consideration and recommendation of approval by the University Course Committee, in the case of degree programs in fields involving academic units which do not hold membership in University Faculty Divisions, upon referral by the dean.

9. Presentation of a report of the proposal to the Faculty of the University of Wisconsin–Milwaukee for information only.

10. Consideration and approval by the University Faculty, upon referral by the dean, through the Secretary of the Milwaukee Faculty.

11. Consideration and approval by the University Board of Regents, upon referral by the Secretary of the University Faculty.

12. Consideration and final approval by the Coordinating Committee for Higher Education.
II. Programs which involve two or more of the administrative units of the University of Wisconsin—Milwaukee.

A. Programs which involve the College of Letters and Science and School of Education may be initiated by either unit and the procedures outlined in IA through IC must be followed by both units. An appropriate consultative group composed of representatives from both units should consider and take advisory action on such proposals prior to final approval. In any event, administration of such joint programs must be vested in only one of the units concerned.

B. Programs which involve either the College of Letters and Science or School of Education or both and one or more of the UW—M divisions or departments with Madison connections should be discouraged unless adequate provision is made for administration by one of the Madison or Milwaukee colleges and/or schools concerned. The procedures which are applicable as outlined in IA through IF would have to be followed with appropriate provision for consultative group consideration and advisory action prior to final approval.

III. Programs which are jointly inaugurated by parallel administrative units of the Milwaukee and Madison campuses. The procedures outlined in applicable portions of IA through IC must be followed by the coordinate colleges or schools in Milwaukee and Madison. In the step calling for final approval by the University Faculty (IC-10), a joint recommendation of the parallel administrative units on both campuses is presented to the University Faculty.

IV. Programs which cross administrative lines in Milwaukee and at the same time involve Madison units. A combination of procedures outlined in appropriate portions of section I and the provisions of sections IIA and IIB would apply.

T. J. McLaughlin
Secretary of the Faculty

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