

**Texas A&M University-Texarkana  
Process of Approval and Notification of Actions  
Related to Academic Affairs**

The academic affairs decision-making process involves several internal individuals as well as internal and external groups, as indicated in Table 1. An academically related issue may be presented or promoted at any point in the internal process, but must regress (as required) for consideration by all persons or groups represented in the approval line. Approval is not final until the respective individual or group with final responsibility in the line of approval authority (internal and external, as appropriate) has taken official action to approve.

Table 1  
*Academic Decision Making Process*

Action	Recommendation (R)/Review (RV)/Notification Only (N)/Approval (A)													
	Internal											External		
	Discipline/ Program Faculty	SACSCOC Liaison/ Registrar	College Faculty	*College Dean	Graduate Council	*Graduate Studies Dean	Faculty Senate Committee	Faculty Senate	*Provost / VPAA	Registrar	*President	TAMUS Staff/ BOR	THECB	SACSCOC
<b>CURRICULAR</b>														
New Course	A	RV	R	A					A	N				
<sup>1</sup> Course Revision/ Deletion	A	RV	R	A					A	N				
Core Curriculum Revisions	A	RV	R	A			R Curriculum	<sup>2</sup> N	A	N	N		A	N
New Degree/ <sup>3</sup> Degree Revision (substantive) <sup>4</sup>	A	RV	R	A	<sup>4</sup> N	<sup>4</sup> N	R Curriculum	<sup>2</sup> N	A	N	A	A	<sup>5</sup> A	A
Degree Revision (non- substantive)	A	RV	R	A		<sup>4</sup> N			A	N				

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	Internal											External		
	Discipline/ Program Faculty	SACSCOC Liaison/ Registrar	College Faculty	*College Dean	Graduate Council	*Graduate Studies Dean	Faculty Senate Committee	Faculty Senate	*Provost / VPAA	Registrar	*President	TAMUS Staff/ BOR	THECB	SACSCOC
Degree/Program Deletion	A	RV	R	A	<sup>4</sup> N	<sup>4</sup> N	R Curriculum	<sup>2</sup> N	A	N	A	N	N	N
New Minor/ Concentration	A		R	A		<sup>4</sup> N			A	N	N			
Minor/ Concentration Revision	A		R	A	<sup>4</sup> N	<sup>4</sup> N			A	N				
New Certificate ( <sup>&lt;</sup> 15 SCH)	A		R	A	<sup>4</sup> N	<sup>4</sup> N			A	N	N			N
New Certificate ( <sup>≥</sup> 15 SCH)	A	RV	R	A	<sup>4</sup> N	<sup>4</sup> N	A Curriculum	<sup>2</sup> N	A	N	A	A	N	N
<b>Non-Curricular Academic Affairs Decisions</b>														
Academic Standards (University)				A	<sup>4</sup> N	<sup>4</sup> N	R Academic Standards	<sup>2</sup> N	A	<sup>6</sup> N	A	A		
Academic Standards (Program)	R		R	A	<sup>4</sup> N	<sup>4</sup> N			A					
Instructional Technology				A			R Education Technology	<sup>2</sup> N	A					

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	Internal											External		
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Academic Assessment		RV		A			R Assessment	<sup>2</sup> N	A			N		
Academic Procedures and Rules				A		<sup>4</sup> A	R Rules and Procedures	<sup>2</sup> N	A		A	<sup>6</sup> BOR		
College Tenure and Promotion Guidelines	R		R	A					A		A			
Graduate Faculty Standards		RV		A	R	A			A					
Graduate Faculty Status		N		N	A	N								
All Other	Dependent upon issue and context								A	Dependent upon issue and context				

**\*If a recommendation is not supported at any point in the process, the initiating person/group may appeal directly to the next administrator in the line of authority.**  
<sup>1</sup>Revisions to an existing course (e.g., title or number, catalog description, student learning outcomes, delivery mode) or deletion of a course from the university inventory; Final approval for minor revisions (e.g., change in course prerequisite) is made by the College Dean  
<sup>2</sup>Notification unless full FS review requested by a member of the FS within 5 business days after posting  
<sup>3</sup>If there are no faculty for a new degree, college faculty must approve.  
<sup>4</sup>Revisions that include an increase in semester credit hour (SCH) requirements, degree name change, and/or delivery modality (web-enhanced, web-based, off site (F2F)  
<sup>5</sup>Graduate programs only  
<sup>6</sup>Notification for most degrees; Approval only for new degrees costing more than \$2M over five years, all doctoral degrees, and all engineering degrees (CIP code of 14)  
<sup>7</sup>All Enrollment Management officers  
<sup>8</sup>Only Rules must be approved by BOR; Office of General Counsel (OGC) verifies Rules and Procedures as “legally sufficient”