

EC/GFO Guidelines for Reviewing Curricular Proposals (2023)

As per Presidential Executive Order IV (“Legislative Authority of the Faculty”), as it appears in Section 13-23 of the University of Washington Faculty Code, faculty members exercise legislative responsibility in such matters as:

- A. Educational policy and general welfare
- B. Policy for the regulation of student conduct and activities
- C. Scholastic policy, including requirements for admission, graduation, and honors
- D. Approval of candidates for degrees
- E. Criteria for faculty tenure, appointment, and promotion
- F. Recommendations concerning campus and University budgets
- G. Formulation of procedures to carry out the policies and regulation thus established

In keeping with this legislative authority accorded to UW faculty, curricular proposals undergo several phases of consideration. In its work of both faculty governance and shared governance, the General Faculty Organization takes seriously its responsibility to review curricular proposals. The GFO Bylaws empower the Executive Council (an elected faculty council) to conduct such reviews. When examining curricular proposals, EC members may speak to any concerns, but generally begin review by posing a series of guide questions, as follows:

1. Is the proposal complete in conveying its intent and clear in its message?
2. Does the proposed initiative find sufficient existing resources or will additional support be required? If so, are sources of additional support identified?
3. Does the proposal indicate adequate staffing or will additional personnel/hours be required? If so, are sources of additional personnel/hours identified?
4. Does the proposal align with unit/campus/UW mission, goals, and priorities, including long term aims?
5. Does the proposal provide a sound rationale for its purpose/demand/configuration/growth plan?
6. Is the proposal’s timing and staging consistent/compatible with other campus-level plans?
7. If initiatives are cross-school or cross-unit, do we need a MOA or are there specific other ways to ensure shared expectations?
8. Are there any as yet unreckoned factors (benefits, cautions, counterindications, or other unanticipated effects) for the campus as a whole?