

Hebrew Union College-Jewish Institute of Religion
Course Proposal and Change Processes
Approved by APC 3/19/24

Purpose

The course review process ensures that the course offerings are at a graduate level, aligned with program goals/learning outcomes, and sufficiently different from other courses offered in the program. It also encourages collaboration among faculty in related fields. When an instructor proposes a new course or is asked to develop a new course, the instructor should discuss the proposal with the Program Director before completing this process and consider the following questions:

- Is the course topic appropriate for a graduate program?
- Are the course objectives measurable?
- Are the course objectives attainable in the time allotted for the course?
- Are the course objectives aligned with one or more of the program's learning outcomes?
- Is the course sufficiently different from other courses offered in the program?

There are two types of course proposals:

- **New course proposals** are submitted by the instructor (or the Program Director in the case of a desired new course for which an instructor has yet to be selected) and reviewed by the Program Director, Registrar, Instructional Support Coordinator, and a faculty member in a related field designated by the Program Director in consultation with the faculty member. A change in credit hours requires a new course proposal to ensure alignment between credits and contact hours.
- **Proposed changes to existing courses** involving changes in grade type, course descriptions, or objectives are reviewed only by the Program Director and the Registrar.

Submission deadlines for new course proposals and proposed changes to existing courses:

- Summer Term and Fall Semester: **First Friday of February**
- Spring Semester: **First Friday of October**

New Course Proposal Review Process

Step 1

The instructor submits the New Course Proposal Form to the Program Director for approval. This form asks for credit hours, number of class sessions, number of hours per session, prerequisites, corequisites, a course description, course objectives, and their alignment with one or more of the program goals/learning outcomes (see <https://huc.instructure.com/courses/87>). Optionally, a draft syllabus may be included, including topics to be covered, a reading list, and assessments.

Step 2

The Program Director reviews all materials, adds the number of credits, and consults with the Instructional Support Coordinator (to ensure alignment of course objectives with program learning outcomes), the designated faculty member (to give field-specific feedback), and the Registrar (to determine possible overlap with existing courses) within two weeks of receipt. If the Program Director approves, they sign the form and forward the material to the Registrar.

If revisions are recommended, then the Program Director sends the New Course Proposal Form back to the instructor with feedback to revise within two weeks. Repeat steps 1 and 2.

If the New Course Proposal is denied, then the instructor should consult with the Program Director about the next steps.

Step 3

The Registrar creates a course number and adds the course to the catalog and Student Information System.

Step 4

Three weeks before the course begins, the instructor sends a full syllabus draft to the Program Director and Instructional Support Coordinator for feedback.

Note: In cases where an instructor is hired after the deadlines above, any proposed new elective courses will be designated as a “Special Topics Course” and will undergo the New Course Proposal Review Process. The only difference is in Step 3: The Registrar gives the course the special topics course number and adds the course to Student Information System; the course will be included in the course schedule but not added to the course catalog.

Course Change Proposal Review Process

Step 1

The instructor completes the Course Change Request Form.

Step 2

The Program Director reviews all materials and consults with the Registrar (to evaluate whether the change fits within this process or warrants a new course proposal). Review must be completed within two weeks of receipt.

- If approved, the Program Director forwards the approved request form to the Registrar.

- If anything needs to be revised, then the request form is sent back to the instructor to revise within two weeks. Repeat from step 1.
- If the proposal is denied, then the material is sent back to the instructor.

Step 3

The Registrar updates the course information in the catalog and Student Information System.

Step 4

Three weeks before the course begins, the instructor sends a full syllabus draft to the Program Director and Instructional Support Coordinator for feedback.