

Process for Approval of Revised Curriculum (PARC)

User Roles

Initiator Role (*Program Coordinator in PARC*):

- Begins new program change proposals
- Each program can have multiple people in the Initiator role. However, once a program change has been initiated, only the person who began it will have access to the program proposal.

Department Staff Role (*Department Admin in PARC*):

- Reviews and edits program change proposals
- Can route proposals to Department Committee or Department Head
- Each program can have multiple people in the Department Staff role

Department Committee Member Role (*Department Committee in PARC*):

A Department Committee is not required. If your unit does not have a committee, this role can be left blank.

- Votes to approve or deny proposals
- Each program can have multiple people in the Department Committee role

Department Committee Chair Role (*Dept Academic Liaison in PARC*):

A Department Committee is not required. If your unit does not have a committee, this role can be left blank.

- The person in this role must also be in the Department Committee Member role
- Votes to approve or deny proposals
- Routes proposals to Department Head

Department Head Designee Role (*Department Head in PARC*):

Department Heads have been entered in PARC. This role is for people who can approve on behalf of the Department Head.

- Reviews proposals
- Routes proposals to College/School Staff for review
- Each program can have multiple people in the Department Head role

College/School Staff Role (*College Admin in PARC*):

- Reviews and edits proposals
- Can route proposals to College Committee Review or Dean
- Each program can have multiple people in the College/School Staff role

College/School Committee Member Role (*College Committee in PARC*):

A College/School Committee is not required. If your unit does not have a committee, this role can be left blank.

- Votes to approve or deny proposals
- Each program can have multiple people in the College/School Committee role

College/School Committee Chair Role (*College Academic Liaison in PARC*):

A College/School Committee Chair is not required. If your unit does not have a committee, this role can be left blank.

- The person in this role must also be in the College/School Committee Member role
- Votes to approve or deny proposals
- Routes proposals to College/School Dean

College/School Dean Designee Role (*Dean in PARC*):

Deans have been entered in PARC. This role is for people who can approve on behalf of the Dean.

- Reviews proposals
- Can route proposals to Curriculum Systems or Graduate School
- Each program can have multiple people in the Dean role