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