

# Curriculog Administration Practice

## 1. Purpose

This document is intended to lay out the practice for changes to the curriculum management system at UTC. As of this writing Curriculog is the current product, but this practice may be adapted or changed to suit newer systems.

## 2. Assigning Approvers

The list below identifies the administrator who may authorize a change in approver for one of the established roles in the curriculum workflow.

As it relates to faculty governance, the following roles fall under Faculty Senate, and the Faculty President shall authorize changes.

- Curriculum Committee Chair (i.e. university-level committee)
- General Education Committee Chair
- Faculty Senate President

The following roles fall under Academic Affairs, and the Provost or Vice Provost shall authorize changes.

- Deans (all colleges, including Library, but not UTC Graduate School)
- Director of General Education
- Vice Provost
- Provost

The following roles fall within colleges, and the dean of each college shall authorize changes within their respective college:

- Department heads and program directors
- College curriculum committee chairs
- Associate Deans (all colleges, but not UTC Graduate School)

The following roles fall under the UTC Graduate School, and the Dean of the Graduate School or the Associate Dean of the Graduate School shall authorize changes.

- Graduate Council Chair
- Graduate Curriculum Committee Chair
- Graduate School Associate Dean
- Graduate School Dean

The following roles fall under Records, and the Registrar shall authorize changes.

- Workflow Administrator
- Registrar

Curriculog administrators hold special privileges within the system. Members of this group can be added or removed upon agreement amongst the Provost (or Vice Provost), Dean of the Graduate School (or Associate Dean), and Registrar.

### 3. Faculty Access to Curriculog

Curriculog administrators grant full-time faculty access to the system after a suitable training, or demonstration of prior experience. Training sessions are offered regularly as part of the Banner Office training, and individual training can be arranged on an as-needed basis.

Part-time faculty may have access to Curriculog upon written request from a department head.

Access to the system can be requested by emailing the administrators at [curriculog@utc.edu](mailto:curriculog@utc.edu).

### 4. Staff Access to Curriculog

Any staff member may request observer access to Curriculog.

A staff member may have an account which can originate proposals within Curriculog upon written request from a department head. That request must identify the faculty member, or faculty members, for whom the staff member will enter proposals. All such proposals entered by a staff member must cite an authoring faculty member. That faculty member will then be added as the first approver through a custom workflow, created by the Workflow Administrator.