January 27, 2016

Dear Faculty Colleagues,

Beginning this week, the procedure for requesting a new course is changing. The changes are based on recommendations developed by the Senate Working Group on New Course Creation and Faculty Oversight with the vital input of department chairs and senators. Faculty Senate voted to adopt these recommendations in November with the goal of enhancing faculty oversight of the curriculum.

A few of the significant changes include a revised New Course Request Form that requires expanded information about proposed courses and creation of School Course Review Committees, both of which will enhance faculty oversight of course standards and development of curriculum as well as allow for greater consistency in the awarding of credit hours.

Complete details for creating courses, both departmental and extra-departmental, along with New Course Request forms can be found on the Office of the Registrar’s web page at: http://registrar.rice.edu/facstaff/courseprocess/. In addition, information sessions will be held in February to review the new procedures; more information on dates and times will be sent by Faculty Senate.

A particular note of gratitude goes to the Senate Working Group that worked so diligently on this new process and to all department chairs and senators who took the time and opportunity last semester to provide input that resulted in shaping this new process.

With sincere regards,

Marie Lynn Miranda, Ph.D.  
Provost

James Weston, Ph.D.  
Speaker of the Faculty Senate