

Role	Responsibilities	This role is active on these proposals.	This role normally falls in the process after X and before Y and is activated by A or B on the proposal (if appropriate)	Type Role
Originator	Creates proposal and ensures that all required fields and attachments have been included for consideration, approval and implementation in the Catalog, DegreeWorks and BANNER.	All proposals	The originator role is always the person that begins the proposal process.	Originator
Curriculum System Manager	Audits proposals for any errors or missing information needed for Banner implementation. Also, audits for attachments needed for decision making and approvals. Routes proposals back to originator in the case of errors and assists with corrections as appropriate.	All proposals	The curriculum systems manager is always in the second step of the routing after the originator and before the program director to ensure that proposals do not move forward without all of the information necessary for approval and implementation.	Implementation
Program Director	Reviews proposal for academic compliance. Reviews proposal details and verifies accuracy	All proposals	If a program has both a program director and department chair, the program director role reviews and approves the proposal after the curriculum systems manager but before the department chair. Proposals are only routed to the Program Director Role if the question on the proposal is answered to affirm a program director exists for the program proposed.	Approver
Department Chair	Reviews proposal for academic compliance. Reviews proposal details and verifies accuracy	All proposals	If a program has both a program director and department chair, the person assigned to the department chair role reviews and approves the proposal after the program director but prior to the Dean/Designee. In the case of a program with no program director (determined by answer on proposal), the proposal is routed to the Department Chair after the Curriculum Systems manager but before the Dean/Designee step.	Approver

Dean/Designee	Reviews proposal for academic, departmental, and budgetary compliance. Reviews proposal details and verifies accuracy	All proposals	The Dean/Designee step in the proposal is always after the College curriculum committee, but before Associate Vice President for Curriculum and Instructional Innovation. This step is required for every proposal.	Approver
Curriculum Committee Chair	Reviews proposal for academic compliance. Completes a voting process before submitting. Chair is responsible for submitting committee's decision within Curriculog.	All proposals	If the college has a curriculum committee the proposal will be routed to the curriculum committee chair. The Curriculum Committee chair is responsible for approving the proposal based on the curriculum committee's decision. The Curriculum Committee chair approves the proposal after the department chair, but before the proposal is routed to the Vice President of Curriculum and Instructional Innovation.	Approver
Graduate Council Committee	Reviews proposal for graduate academic compliance. Completes a voting process before submitting. Chair is responsible for submitting committee's decision within Curriculog.	All proposals	If the course or program is graduate level the proposal will be routed to the Graduate Council chair. The Graduate Council chair is responsible for approving the proposal based on the council's decision. The Graduate Council chair approves the proposal after the college dean, but before the proposal is routed to the Vice President of Curriculum and Instructional Innovation. Proposals are routed to this step if the "Yes" is selected for the following question: "Is this course/program part of The Graduate School?" If the proposal is rejected on the Graduate Council step it will automatically be routed back to the proposal originator for edits. This is the only Curriculog step that will route	

			back to the originator all others will route back to the last approver.	
Associate Vice President for Curriculum and Instructional Innovation	Reviews proposal for curriculum based compliance.	All proposals	The Associate Vice President of Curriculum and Instructional Innovation always approves the proposal after the dean, but before the proposal is routed back to the Registrar's office for implementation.	Approver
Registrar Implementation Administrator	Updates or creates new banner coding as necessary. Includes the new coding information on the proposal in the Registrar's Office only box	All proposals	The proposal is routed to the Registrar Implementation Administrator after all department and university approvers have approved the proposal content, but before the Registrar Catalog Administrator	Implementation
Registrar Catalog Administrator	Updates the system of record, Banner. Generates a catalog data sheet for impacted courses. Update/generates a catalog page for impacted programs.	All proposals	The proposal is routed to the Registrar Catalog Administrator after the Registrar Implementation Administrator has created all necessary banner codes but before the Registrar DegreeWorks administrator	Implementation
Registrar DegreeWorks Administrator	Processes approved changes in JagTrax Test Environment. Uploads the updates to the proposal for Approver review. Adds approved changes to JagTrax Production upon approval.	All proposals	The proposal is routed to the Registrar DegreeWorks Administrator after all banner and catalog implementation is complete, and the update to Jagtrax can be completed.	Implementation
USCCAP member	Reviews proposals that effect multiple colleges for academic compliance and informs their college faculty of any impact to their college.	Course Revisions and Program Revisions	The proposal is routed to this approver when "yes" is selected for the following question: "Does this course revision affect more than one college?" This will follow the dean's approval.	Approver and Communicator
Catalog Reviewer	Reviews and/or accepts catalog pages for publication. Submits changes as needed.	Administrative: Catalog Review	The proposal is initially routed to the catalog reviewer to review and provide annual updates.	Implementation
AU Representative for Council on General Education	Reviews proposals that effect core curriculum for academic compliance	New Course and Course Revisions	Proposals are routed to the AU General Education council after the Dean but before the Associate Vice President for Curriculum and Instructional Innovation. Proposals are routed to	Approver and Communicator

			this step if the "Yes" is selected for the following question: "Will this course be a part of USG Undergrad Core Requirements?"	
Registrar Scheduler	Initiates Registrar administrative proposals referencing course scheduling and attribute reviews	Administrative	This role initiates administrative proposals and implements decisions after approval from appropriate parties.	Implementation
Scheduling Coordinator	Updates Banner and ensures all assigned prefixes are activated. Completes proposals to notify Registrar Scheduler that activation have been completed.	Course Scheduling	Proposals are routed to this step after Registrar Scheduler initiates, launches, and approves them.	Implementation
Vice President of Institutional Effectiveness	Reviews new academic proposals for institutional compliances	New Academic Program Proposals, New Certificate Program	For New Academic Program Proposals, the proposal is routed to Vice President of Institutional Effectiveness after the Dean but before the Curriculum Systems Manager. For New Certificate Program Proposals, the proposal is routed to the Vice President of Institutional Effectiveness after the Curriculum Systems Manager but before the Program Director.	Implementation
Registrar	Reviews proposals for Registrar office compliance	Not assigned		Implementation