

## **Guidelines for Submission of Proposals to the Committee on Studies for Revisions to Requirements of Majors, Minors, or Programs**

To facilitate the proposal's passage through the various committees that will consider it, all of the material listed below (#1-#4) must be clearly marked and submitted electronically **as a single Word document** (not a PDF, per the request of Faculty Senate), to Michele Marchetti at [mmarche3@providence.edu](mailto:mmarche3@providence.edu).

1. A **cover letter** from the Department Chair that includes the following:
  - The **vote of the Department** regarding the proposal (the Chair/Program Director is entitled to vote, along with the members of the department, including adjunct professors);
  - The **date** of the Departmental meeting at which the vote was taken;
  - **A statement of the Chair's support of the proposal with respect to departmental resources (financial, personnel, facilities, library, software, etc.).**
2. A **list of all the courses *proposed* as the new Major/Minor/Program requirements** alongside the list of the *current* requirements, below which you present your rationale for the specific changes the proposal would entail. (Please indicate required or elective courses.)
3. **Resources needed:**
  - List any present faculty who would be involved in offering any new courses the proposed revision entails.
  - Estimate the number, rank, and background of new faculty members required to initiate the proposal, if any;
  - Estimate the number and type of support staff needed;
  - What special facilities (buildings, laboratories, equipment, etc.) are necessary for the revision? Which of these facilities presently exist and are available? What facilities beyond those now on hand would be required in support of the proposal?
  - How are these additional facilities and equipment to be provided?
  - What special library resources will be needed?
4. **Letter of support from the School Dean.**
5. **Electronic Submission.** To facilitate the proposal's passage through the various committees which will consider it (see below), all of the above material (#1-#4) should be clearly marked and (at the request of the Faculty Senate) submitted electronically as a *single Word (not PDF) document* to Michele Marchetti at [mmarche3@providence.edu](mailto:mmarche3@providence.edu).

