Process for adding new courses

Philosophy:
Curricula, and the courses of which they are comprised, are dynamic entities under continuous review by program directors, faculty and students. In addition to the routine course updating that is completed by conscientious instructors, there is also a need for adding courses to the inventory. New courses are encouraged as they reflect scholarly growth and professional leadership. Because offering a new course represents a significant allocation of resources, both intellectual and financial, it is important that careful planning precedes the offering.

Preliminaries:
Anyone with a Sargent College faculty appointment\(^1\) can propose a new course to his/her program director. As a first step, the program faculty will discuss the new course with his/her program director and department chair while considering the following areas:

- Why is the course necessary? Does it update the curriculum, fill a gap in the academic program, or extend the skills and knowledge achieved in an existing course? It is especially important to note if the impetus for a new course comes from an accreditation body.
- How does the new course fit into a curriculum? Will it be required or elective? What are the prerequisites and who is the target audience?
- What is the potential impact? Faculty are discouraged from developing courses whose only motivation is their interest in a specific topic. Other scholarly venues such as writing a book, chapter or review article may be more appropriate for this goal.

Expertise and load:
It is helpful for a current full-time faculty member to have the necessary background and inspiration to guide the development and early offerings of a new course but an adjunct faculty member might be suitable for this role in consultation with the program director. An experienced Sargent instructor will generally be the best option for new course development because knowledge of the curriculum is crucial for this process.

Faculty load adjustments or summer overbase may be required to allow new course preparation. As faculty load is accompanied by budgetary implications\(^2\), the program director is encouraged to consult with the department chair in the early stages of the proposal process. To facilitate budget preparation, the optimal time to discuss new courses that have budgetary implications is well before September 1st. Proposed courses that require resources from outside of Sargent College, or dedicated construction or renovation, materials, guest lecturers or other specialized requirements, must include an itemized/justified budget. New required courses that affect credits, sequencing or other substantive changes will likely need to be approved via a BU eCAP submission [www.bu.edu/provost/planning/curriculum-portal/](http://www.bu.edu/provost/planning/curriculum-portal/) once the Sargent review has been completed.

Logistics:
A description of the course is needed to determine the type of resources that it will need. For example, a small seminar vs. a large lecture vs. a hands-on laboratory course each require different classroom settings and support personnel or materials. Program faculty in conjunction with the department chair should make recommendations about how the course should be scheduled (3 times a week for 1 hour, twice a week for 90 minutes, etc.) but undergraduate courses must conform to block scheduling as required by the BU Registrar. Credits should be allocated according to the guidelines established in June 2015: [http://www.bu.edu/policies/academics/credit-assignment-to-academic-courses/](http://www.bu.edu/policies/academics/credit-assignment-to-academic-courses/)
The semester (first, second, both and/or summer) should also be specified. A tentative course title, catalog description and proposed number must also be included. It is recommended that the program contact the Assistant Dean for Student Services for advice and/or planning assistance in completing these details. Please complete the form below: [www.bu.edu/sargent/files/2016/08/SAR_new_undergrad_course_fillable.pdf](http://www.bu.edu/sargent/files/2016/08/SAR_new_undergrad_course_fillable.pdf) for the proposed course.

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\(^1\) Other persons who wish to suggest new courses must have a Sargent faculty sponsor.

\(^2\) The Office of Summer Term programs at Boston University will pay faculty to develop a new course if the course is considered suitable for offering during the summer. The competitive process is announced in early spring and requires the instructor to submit a concise proposal which is then evaluated by a committee.
AAC and Dean’s Office Discussion:
After approval at the departmental level, a discussion between the Chair and Dean’s office will offer an opportunity for placing the proposed course within the context of the mission of Sargent College. While many courses are applicable primarily to the program in which they originated, others may be attractive to a range of Sargent students and/or the BU community. In addition to a discussion with the Dean, it is also recommended that the Chair announce plans for a new course at an AAC meeting so that there is discussion of any potential overlap and synergies among existing courses within Sargent. Approval by the Dean’s office will consider the Chair’s recommendation with respect to departmental budget, faculty load and academic appropriateness as well as factoring in teaching needs across the College, Boston University budget planning procedures, and the AAC discussion as applicable. If the course would benefit from marketing to reach a wide audience, the Sargent Director of Communication should also be contacted.

BU Registrar and Sargent Committees:
Faculty are encouraged to seek assistance from one of the Sargent Education committees during the design phase for the new course. These committees have considerable expertise in academic issues and can offer helpful advice. The chair of Sargent Faculty Council will inform the chair of the Sargent Undergraduate or Graduate Education committee as appropriate that a new course has been proposed and a preliminary review will be requested following the guidelines below: www.bu.edu/sargent/files/2016/08/SAR_new_undergrad_course_review_checklist.pdf

After departmental, AAC, Education Committee discussions and Dean’s office approval, the Assistant Dean for Student Services will work with the BU Registrar to schedule the initial offering of a course. Please be advised that classroom schedules are established for the next semester during the first 2-3 weeks of the current semester. Where applicable, information about the new course should be made available to the Academic Services Center, program directors and other BU entities such as SPH and CAS.

After the new course has been taught once, the appropriate Education committee (Grad, Undergrad or both for cross-listed courses) shall review the syllabus, Scantron course evaluations and written comments. Whenever feasible, the instructor will be invited to meet with the Education committee to discuss the course and future plans for it. The committee will ask questions, offer comments and make suggestions as appropriate. In unusual but well-justified cases, the committee may recommend that a course not be offered again without substantial revisions. In this case, the instructor, Chair and Dean will convene to discuss, resolve and implement the identified issues.

Course removal:
Programs are encouraged to delete course offerings from their inventories so that these do not take up space in the bulletins and other resources. The Assistant Dean for Student Services should be consulted for details about this process. Any course that routinely includes students from outside the offering program, must consult the potentially affected units prior to course deletion.