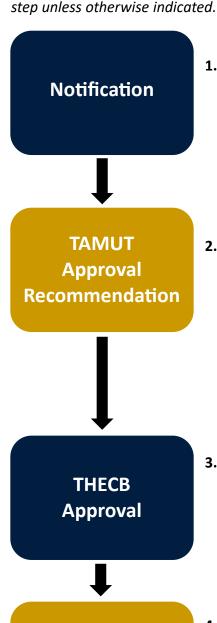


# **TEXAS A&M UNIVERSITY-TEXARKANA**

## **NEW ACADEMIC CERTIFICATES**

## **PROCESS MAP**

The Faculty Member proposing the new academic certificate is responsible for completing the content of each step unless otherwise indicated. This process has an approximate timeline of 8 months.



## 1. New Academic Certificate Program Notification (7 days)

- a. Creates a ticket in TeamDynamix under Institutional Effectiveness, Research, and Planning (IERP).
- b. IERP sets a meeting.

# 2. TAMUT Approval/Recommendation (2 months)

- a. Completes form and template.
- b. Obtains the approvals/recommendations from the internal university constituents at monthly meetings.
  - i. Program or Division home (approval)
  - ii. College Curriculum Committee (approval)
  - iii. College/School (approval)
  - iv. Faculty Senate Curriculum Committee (recommendation)
  - v. Faculty Senate (recommendation)
  - vi. Notifies IERP of decision from Faculty Senate via TeamDynamix ticket
  - vii. Provost (approval)

## 3. THECB Approval (4 months)

- a. IERP completes and submits the form and template to TAMUS.
- b. TAMUS sends the form and template to the THECB.
- c. THECB notifies TAMUT of decision.

TAMUT
Campus
Notification

## 4. TAMUT Campus Notification (2 months)

- a. IERP sends an email to the President, Vice President for Academic Affairs, Assistant Provost, Executive Director for Institutional Effectiveness, Research, and Planning, Multimedia Specialist/Webmaster, Executive Director of Marketing, Vice President for Enrollment Management, Executive Director of Admissions and Recruiting, Faculty Member proposing the New Academic Certificate Program, Division Chair of the New Academic Certificate Program, Dean of the New Academic Certificate Program, Registrar, Assistant Registrar, Catalog & Curriculum Coordinator, and Coordinator of Community College Pathways and Articulation.
- b. TAMUT units work with faculty to implement new certificate.