<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
<th>Governance / Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Degree Programs</td>
<td>Establishing new programs: Administration or Faculty recommend that the school establish a new degree/certificate program or curricular track (e.g. EWMBA Flex)</td>
<td>Degree Program Committees • Strategic Leadership Team¹ • Management Team² Dean, Senior Assistant Dean for Instruction (SADI), Faculty Group Chair (In partnership with Degree Program staff) pre-approves proposal • Executive Committee pre-approves • Ladder faculty approves (vote) • Campus approves³ (Office of the Vice Provost for Faculty)</td>
</tr>
<tr>
<td>2 Core Curriculum</td>
<td>Changes to core curriculum: Faculty or Dean desire to make changes to core courses (e.g. PFPS addition to core) or total core reform</td>
<td>Relevant Degree Program Committee • Relevant Degree Program Assistant Dean Dean, SADI, Faculty Group Chair, Degree Program Assistant Deans proposes • Executive Committee pre-approves • Ladder faculty approves (vote)</td>
</tr>
<tr>
<td>3 Co-Curricular</td>
<td>High-impact or high-visibility⁴ change led by Center/Institute Director: Director desires to add or discontinue a high-impact or high-visibility activity (e.g. GSVC). The addition would require Dean’s Office support (funding and/or space). The discontinuation of a high-impact activity could negatively impact the school’s reputation.</td>
<td>Management Team • Institute/Center Director proposes</td>
</tr>
<tr>
<td>4 Elective Courses</td>
<td>High-impact or high-visibility change led by Degree Program Assistant Dean: Assistant Dean desires to add or discontinue a high-impact or high-visibility activity (e.g. immersion week). The addition would require Dean’s Office support (funding and/or space). The discontinuation of a high-impact activity could negatively impact the school’s reputation.</td>
<td>Management Team • Degree Program Assistant Director proposes</td>
</tr>
<tr>
<td>5 Course staffing</td>
<td>Adding a new elective: Suggestion to add an elective typically comes from one of the following sources: Faculty, business leader, Faculty Group Chair or students</td>
<td>Relevant Degree Program Committee • Relevant individual faculty Faculty Group Chair, Degree Program Assistant Dean pre-approves proposal • SADI approves provisionally as “topics” course (for 2-3 years)</td>
</tr>
<tr>
<td>6 Elective Courses</td>
<td>Regularization of elective courses: Elective course that are offered as a “topics” course 2-3 times and have good enrollment and ratings, may be considered for regularization</td>
<td>Faculty Group Chair • Degree Program Assistant Dean • SADI • Relevant Faculty Group Chair Executive Committee pre-approves (formally) • Faculty approves (consent calendar) • Senate’s Committee on Courses of Instruction (COCI) approves • SADI approves</td>
</tr>
<tr>
<td>7 Elective Courses</td>
<td>Cancelling an elective: Electives cancelled for one of the following reasons: low enrollment, low-rated (TIES score) curricular rationalization, changes of emphasis, to protect enrollments in other electives that are taught by ladder-ranked faculty</td>
<td></td>
</tr>
<tr>
<td>8 Elective Courses</td>
<td>Offering an elective for a particular semester: Elective is in demand by students and is rated well</td>
<td>Relevant Faculty Group Chair • SADI approves</td>
</tr>
<tr>
<td>9 Elective Courses</td>
<td>Not offering elective for one semester: Professional faculty member who teaches a course in a specialized way is not available and the course won’t be of interest to students in a different format</td>
<td>Relevant Faculty Group Chair • SADI approves</td>
</tr>
<tr>
<td>10 Course staffing</td>
<td>All course staffing: Ladder and Professional Faculty are assigned to teach courses. The Dean’s Office has final authority for setting teaching assignments to ensure appropriate coverage of courses across programs.</td>
<td>Relevant Faculty Group Chairs • SADI approves</td>
</tr>
<tr>
<td>11 Degree Program Size and Mix</td>
<td>Significant/high-impact change to class profile/demographics: Dean desires to increase the class size of the Full-time MBA program or Evening &amp; Weekend MBA Program Admissions Director desires to increase representation of a particular demographic in the program (e.g. women)</td>
<td>Relevant Degree Program Committee • Relevant Degree Program Assistant Dean • SADI pre-approves • Dean approves</td>
</tr>
</tbody>
</table>

¹ Strategic Leadership Team includes managers who report directly to the Dean, COO, SADI and the CEO of CEE, as well as 1 representative from each of the following groups: P2, P-FACT, centers/institutes

² Management Team includes: Dean, CFO, COO, SADI, Associate Dean for Academic Affairs (ADAA), Assistant Dean Development and Alumni Relations, and CEO of CEE

³ For high-impact or high-visibility refers to activities that are closely tied to the schools brand/reputation. Other activities that don’t have high impact are decided at the center or degree program level

⁴ This is for electives that will no longer be offered. The SADI can decide not to offer an elective for a particular semester

⁵ This is for electives that will no longer be offered. The SADI can decide not to offer an elective for a particular semester

⁶ For more information about campus approvals for new degree programs see: http://gradboard.berkeley.edu/program-proposals/self-supported/self-supported-masters/
### Developing digital for-credit course content

Instructor desires to deliver a course in digital/hybrid format and develops the content (e.g. Power and Politics in Organizations w/Cameron Anderson)

- Relevant Degree Program Assistant Dean
- Director of Emerging Initiatives
- SADI pre-approves
- Instructor approves

### UC Berkeley Graduate Certificates

These certificates are issued by a college, school or department and carry the UC seal. The certificate programs are offered to registered Berkeley students as part of their graduate studies at Berkeley (e.g. interdisciplinary Graduate Certificate in Real Estate)

- Relevant Degree Program Assistant Dean
- Relevant Institute or Center Director
- SADI approves
- Campus approves

### University of California Extension (UNEX) Certificate of

Center for Executive Education Certificate Programs⁸: CEE desires to offer a new certificate program for open enrollment or for a custom client. CEE also issues a Certificate of Excellence for those who complete 15-17 days of Open Enrollment programs

- CEE Faculty Director
- CEO of CEE pre-approves
- Campus Business Contracts and Brand Protection approves

### Changes to IP System

Faculty raise concerns about the IP system (e.g. debt). To address these concerns, P2 proposes amendments to the by-laws

- SADI
- Faculty Policy and Planning Committee (P2) proposes
- Faculty approves (vote)

### Establishing new entity with donor funding

Faculty member, Dean’s Office, donor, etc. proposes new center/institute to better promote research and create a hub for this area. A donor has agreed to financially support the creation of the center/institute (e.g. Lester Center)

- Relevant Faculty Group Chair (only if curriculum associated)
- Request submits proposal (New Center Form)¹⁰
- Management Team (SADI only if curriculum associated) pre-approves

### Establishing new entity without donor funding

Faculty member or Dean’s Office proposes new center/institute to better promote research and create a hub for this area (e.g. Asia Business Center, Institute for Business and Social Impact). This requires seed money from the Dean’s Office.

- Relevant Faculty Group Chair (only if curriculum associated)
- Management Team pre-approves
- Dean approves

### Establishing center by name only

Faculty member wants to establish center by name only (not requiring funding) to better promote research

- Management Team
- Dean approves

### Discontinuing a center/institute

The external review committee for a particular center recommends that a center be discontinued as the value is no longer relevant to the school’s priorities

- External review committee for relevant center
- ADAA
- COO
- Dean approves

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¹ For more details, see Haas By-Law “Practice of the Office of the Dean with Respect to Teaching”

² For more information about campus approvals for graduate certificate programs see: [http://graddashboard.berkeley.edu/program-proposals/proposing-certificate/](http://graddashboard.berkeley.edu/program-proposals/proposing-certificate/)

³ CEE will not be able to issue an official University of California certificate as they are not an academic department, college or school

⁴ For more details, see Haas By-law “Policy with Respect to Instructional Point Counter and Workload Measurement System”

⁵ Link to the New Center form: [https://docs.google.com/a/berkeley.edu/document/d/1OZ5vlFCqxB6U729vC6tbi89FKV8oHXDSHRCj-PHKups/edit?usp=sharing](https://docs.google.com/a/berkeley.edu/document/d/1OZ5vlFCqxB6U729vC6tbi89FKV8oHXDSHRCj-PHKups/edit?usp=sharing)