New Certificate Development Workflow

Department/School or College

- Board Agenda Item form with signatures of all involved/collaborating department heads prior to UCC / GCC meeting
- · Board Resolution or Information Item
- Reviewed by appropriate unit level committee to ensure accuracy, completeness, and quality
- Submitted to SharePoint by appropriate School/College Representative

Graduate or Undergraduate Curriculum Committee

- Fully vetted and reviewed by school/college level curriculum committee
- · Feedback provided
- (If support is necessary, please contact the Associate Vice Provost prior to sub mission to UCC or GCC)

Faculty Senate Curriculum Committee

- Presented to FSCC by Chairs of the Undergraduate or Graduate Curriculum Committee
- If approved, forwarded to Faculty Senate & Provost for official approval to forward to the Board of Trustees

Associate Vice Provost

 Resolution, Agenda Item Form, and supporting documents prepared and reviewed for submission to UAB Legal, Board Liaison, and President.

UAB Board Liaison

- Presidential & Legal Signatures acquired
- Uploaded to the UAS System

Board of Trustees

- · Reviewed by UAS Vice Chancellor
- Reviewed by UAS Academic & Student Affairs Committee
- Certificates requiring approval are presented to the full Board of Trustees for a vote
- Certificates requiring notification are presented as "Information Items"

UAB AVP Assessment, Accreditation, & Academic Planning

- Approval notice from UAS Board of Trustees
- Approved items and Information items uploaded into ACHE Portal

ACHE

- Review all Action Items
- Recognizes Information items
- Sends notice to UAB