

## Proposed Policy on Certificate Approval

All proposed certificate programs must be approved in writing by (a) the academic unit (department or center or other appropriate entity) where the proposed certificate would be housed (b) the appropriate college curriculum committee(s) (c) the appropriate college Dean(s) (d) the Dean of University College (for undergraduate certificates) or Vice Provost and Dean of the Graduate School (for graduate certificates), (e) the Faculty Senate and (f) the Provost and Vice President for Academic Affairs. Inter-disciplinary certificates must be approved by all participating units, and all the colleges in which these units are located. In addition, graduate certificates should be approved in writing by the Graduate Council prior to Senate approval (which should, in this case, usually be pro forma). Graduate certificates must also conform to the policies and procedures laid down by the Graduate Council., and some certificates may also require Texas Higher Education Coordinating Board approval.

In seeking approval, proposers should submit the Coordinating Board Certification Form for New Certificate Programs even if the particular certificate does not require Coordinating Board approval, and the justifications should follow the model for Coordinating Board justifications, showing in particular that the proposal (1) meets a need in the workforce or equips students with useful skills (2) is consistent with accreditation (3) meets any relevant standards set by licensing agencies or other state of professional bodies (4) can be adequately financed and/or supported through new or existing instructional resources for at least five years. In the course of the approval process, UTSA may also consider other significant institutional interests.

If a Certificate program is proposed as part of an external or internal grant, approval must be sought prior to the submission of the grant or the grant application must clearly indicate that approval is pending until finalized through institutional procedures. The Office of the Vice-President for Research and individual Research Centers will work to ensure grant writers are aware of this policy. The Faculty Senate is aware that approval may be time-critical and will act as swiftly as is consistent with meaningful faculty oversight.