The responsibility for requesting concurrence resides principally with the unit proposing a new or substantially revised course. Decisions related to concurrence are unit decisions, not decisions of individual faculty. The College Curriculum Handbook reads, “Faculty submitting academic proposals for new courses must document a good-faith effort in securing letters of concurrence. With the proposal, faculty will submit either a letter(s) of concurrence and/or documented communication requesting the letter.” Concurrence discussions should follow the process outlined below.

1. A unit proposing a new course should make a judgment about overlap with existing courses. Overlap can be determined by (a) looking for "key words" that are closely tied to other units, (b) examining titles and descriptions of existing courses and comparing them to the description and syllabus of the proposed course, and (c) consulting with faculty in the various units and content areas. If there is a significant overlap with another unit’s existing courses or central areas of interest, if another unit’s enrollment might be directly affected by the new course, or if a new course has other budgetary implications for outside units, then concurrence will be an issue. Individual units should seek to address these issues by obtaining concurrence before submitting a course to the EHE Curriculum Committee. Units can proceed with submitting an approval, however, if concurrence has been requested and the other unit has not responded within 15 business day during the regular academic year.

2. After the new course is submitted to the Curriculum Committee, the Committee will send out descriptions of the course to unit chairs and directors in EHE, and to the Dean’s office. Chairs and directors (or their designated contact person) will have at least 15 days to confer with their units and raise concerns. If an objection is not raised, concurrence will be assumed. The Curriculum Committee will also double-check proposals to make sure units outside the college have been considered (this can facilitate approval with OAA).

3. If no objections are raised, the Curriculum Committee can then vote to approve the course. If objections are raised, initial discussions will then take place among unit leadership and relevant faculty of the existing units. Negotiations may involve modifying proposed courses, cross-listing or team-teaching courses, scheduling when courses are taught to avoid overlap, alternating course offerings, and so forth. If these negotiations produce an agreement and concurrence is obtained, the Curriculum Committee can then vote to approve the proposed course.

4. If initial negotiations are unsuccessful, an official concurrence meeting with college and unit administrators, together with relevant faculty, will be arranged by the Curriculum Committee. At this point, the Curriculum Committee can only vote to approve the course after the official concurrence meeting has occurred.

5. If the official negotiations produce no agreement, the Curriculum Committee can then vote on whether or not to approve the course without concurrence.

6. Units have a right to appeal the Curriculum Committee decision to the College Council. In the event of appeal, only College Council members outside of the disagreeing units will be eligible to vote.

To improve the collegiality of the process, it is important that:

1. Discussions with other units begin early as the course is being developed. Pressure to have a course approved by a certain date often adds unnecessary stress and acrimony to the process.

2. If a unit is asked for concurrence, a negative response should include both a rationale and friendly suggestions for making the course acceptable.