**Change to Teaching Program Proposal**

*Complete this template for any new Teaching Programs, changes to existing Teaching Programs, changes to ownership of courses, changes to ownership and/or teaching responsibility of topics including shared topics. Email the completed form to PAS with the College VPED copied in.*

|  |  |
| --- | --- |
| **Academic proposer** |  |

# APPROVAL TO PROCEED APPROVAL REQUIRED PRIOR TO DEVELOPMENT OF PROPOSAL

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * 1. Teaching Program change summary |  | | | | | |
| * 1. College that will administer the changed Teaching Program | [Select a College] | * 1. Teaching Program (do NOT include ‘&’, external party acronyms or exceed 50 chars) | |  | | |
| * 1. Provide strategic and academic rationale (max 400 words) |  | | | | | |
| ***- - - EMAIL TO COLLEGE VPED - - -*** | | | | | |  |
| * 1. **Approval Confirmation** | | | | | |  |
| *Outcome:* | Approved to proceed | | Not approved | | More information required | |
| Feedback: |  | | | | | |
| VPED name |  | | | | | |
| Date | [Click or tap to enter a date] | | | | | |

# TEACHING PROGRAM CHANGE PROPOSAL DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * 1. Proposal type: *enter details for all that apply* | New Teaching Program  [Enter proposed title(s)]  Change name of existing Teaching Program  [Enter proposed title(s)]  Discontinue existing Teaching Program  [Enter proposed title(s)] | | | | | |
| * 1. Proposed Academic Year for implementation | Year | |  |
| * 1. How does this proposed change differ from existing Flinders Teaching Programs? |  | | | | | |
| * 1. Consultation | Please record the consultation that has occurred in the table below. Especially if any changes are being made to shared teaching responsibility of topics. *Add extra lines/roles as required.* | | | | | |
| Name | | Role | | | College | Date of consultation and outcome |
|  | | Teaching Program Director(s) | | | [Select a College] |  |
|  | | Affected Staff | | | [Select a College] |  |
|  | |  | | | [Select a College] |  |

# RESOURCE CHANGES REQUIRED

* 1. Are existing staff required to change Teaching Programs as part of this change?  Yes  No

If YES, please list the staff affected: *Add extra lines as required.*

| Staff Name | Role | Existing Teaching Program | New Teaching Program |
| --- | --- | --- | --- |
|  | Teaching Program Director |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# COURSE OWNERSHIP CHANGES REQUIRED

* 1. Are existing Courses required to change Teaching Program ownership as part of this change?  Yes  No

If YES, please list the Courses affected: *Add extra lines as required.*

| Course Code | Course Name | Existing Teaching Program | New Teaching Program |
| --- | --- | --- | --- |
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# Topic OWNERSHIP CHANGES REQUIRED

* 1. Are existing Topics required to change Teaching Program **ownership** as part of this change?  Yes  No

If YES, please list the Topics affected: *Add extra lines as required. Ownership cannot be shared.*

| Topic Code | Topic Name | Existing Teaching Program | New Teaching Program |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

# TOPIC TEACHING (OR SHARED TEACHING) CHANGES REQUIRED

6.1 Are existing Topics required to change Teaching Program **teaching responsibility** as part of this change?  Yes  No

If YES, please list the Topics affected: *Add extra lines as required*

| Topic Code | Existing Teaching Program | %Resp | New Teaching Program | %Resp |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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*---- END OF FORM ----*