**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 PROCEEDAPPROVAL 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  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 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  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 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 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*---- END OF FORM ----*