

RESPONSIBILITIES IN THE UPAC PROCESS 2009/10

Action	Responsibility
Proposal prepared and reviewed by department or program area	Instructor / Program Head
Proposal submitted to pre-UPAC for consultation	Department Assistant
Pre-UPAC agenda prepared and sent to deans and department heads for comment	UPAC Assistant
Pre-UPAC suggestions received and implemented	Instructor / Department Assistant
Updated proposal submitted to Faculty Council Curriculum Committee for approval	Department Assistant
Proposal submitted to dean for approval	Faculty Council Assistant
Proposal submitted to UPAC assistant for UPAC agenda	Faculty Council Assistant
Proposal submitted to Senate for approval (if required)	UPAC Assistant
Proposal submitted to Board of Governors for approval (if required)	Senate Assistant
Degree Quality Assessment Board (DQAB) – if required	AVP Academic Assistant