Occupational Endorsements

Using the Format 3A Form

Occupational endorsements require a minimum of nine credits, with 29 credits being the maximum allowed. Endorsements utilize existing courses to fulfill employment market needs. Final approval is at the level of the Chancellor, following approval by the Faculty Senate.

Submit Format 3A to:

Faculty Senate Office:
312B Signers' Hall
Box 7500
Email an electronic copy (with scanned signatures) to jbharvie@alaska.edu

WHAT IS THE APPROVAL PROCESS FOR OCCUPATIONAL ENDORSEMENTS?

Following approval at the Curricular Affairs Committee, the program request is submitted to the Administrative Committee for inclusion in the Faculty Senate’s agenda. After Faculty Senate approval, the occupational endorsement is signed off by the UAF Chancellor. It does not need to go to the Board of Regents or the Northwest Commission on Colleges and Universities for approval.

All courses required for the OE should exist already. If new courses are associated with the OE, Format 1 new course forms must be submitted prior to or simultaneously with the Format 3A form. Be aware that course approval may hold up the final approval of the OE.

To be included in the printed UAF Catalog, final approval needs to occur by the first day of business in March in order to meet catalog production deadlines.

WHERE DO I GET THIS FORM?

Curriculum forms may be downloaded from the links on the UAF Governance web site at:

http://www.uaf.edu/uafgov/faculty-senate/curriculum/

Click on the link to the Course and Degree Procedures Manual for a list of linked forms.
I. Cover Memorandum should include:
   A. Name of person preparing request
   B. Brief statement of the proposed endorsement, industry objectives and abbreviated student learning outcomes assessment and implementation plan.
   C. Provision for review signatures of preparation:
      Industry or advisory council representative
      Program head responsible for the transcription request and completion checklist
      Dean of school/college housing the occupational endorsement
      Academic Council (CRCD) or Curriculum Council Chair (as appropriate to respective unit)

Signatures for approval:
   Curricular Affairs Committee Chair
   President, UAF Faculty Senate
   Chancellor or designee

II. Identification of the Endorsement. (All pages should be numbered.)
   A. Description of the Occupational Endorsement
      1. Occupational Endorsement title
      2. Admissions requirements and prerequisites
      3. Course descriptions of required catalogue courses. (Endorsements use existing courses.)
      4. Requirements for the endorsement.
         a. Include a sample course of study and a 3-Year Cycle of course offerings.
         b. Include a proposed general catalog layout copy of the endorsement with short descriptive paragraph.
   B. Endorsement Goals
      1. Brief identification of objectives and subsequent means for their evaluation
      2. Relationship of endorsement objectives to industry needs
      3. Occupational/other competencies to be achieved
      4. Relationship of courses to the endorsement objectives
   C. Describe Student Learning Outcomes Assessment Plan, and identify the individual (by position) who will be responsible for directing its implementation.

III. Personnel Directly Involved with Program
   A. List current faculty teaching the required and elective courses and titles, including brief statement of duties and qualifications
   B. Administrative, coordinating and classified staff personnel associated with the endorsement

IV. Enrollment Information
   A. Projected enrollment
   B. How determined/who surveyed/how surveyed
   C. Maximum enrollment which endorsement can accommodate (endorsement capacity)

V. Need for Occupational Endorsement
   A. Employment market needs:
      1. Who surveyed? How? (Standard procedures with industry/advisory council listed)
      2. Job opportunities now, and two, five, and ten years from now. How were these predictions determined? (Local, regional, State surveys, periodic review will ensure the currency.)
      3. How have positions been filled to date?

VI. Other
   Any justification for the endorsement, which might not fit under III and IV above.

VII. Relation of Endorsement to other Programs within the System

VIII. Implementation/Termination
   A. Date of implementation
   B. Plans for recruiting students
   C. Plans for phasing out endorsement if it proves unsuccessful
   D. Assessment of the endorsement. (Include a Student Outcomes Assessment Plan.)