

# CurriQunet Originator Roles

## Curriculum Rights and Responsibilities overview:

The general principle of CurriQunet permissions is that any full-time faculty member hired into a discipline can be an originator on behalf of their discipline at the college. Part-time faculty and full-time faculty with additional FSAs can contribute to any proposal upon invitation by the full-time discipline member. There are various scenarios when departments with multiple disciplines may work collaboratively and other departments may lack the needed disciplines. In the situations outlined below, or any future scenarios that may need to be addressed, the basic principle of CurriQunet roles is to assign originator permissions to faculty according to the discipline in which they were hired to work full-time.

- **Full-time faculty hired as a member of the discipline:** These faculty members in the discipline of their job description hire (or transfer) have the rights and responsibilities over the district/college discipline curriculum. As such, they are entered into the CurriQunet system with proposal origination rights for that discipline (or disciplines if hired as a dual discipline assignment e.g. Humanities/Philosophy)
- **Part-time faculty in the discipline and full-time colleagues with a secondary FSA:** Part-time faculty in the discipline or part-time or full-time faculty who have an additional FSA for a discipline that was not part of their job description when hired can be added as contributors to any proposal by the originator from the full-time faculty discipline; however the full-time faculty member hired into the discipline remains as the originator with rights and responsibility permissions in CurriQunet. (See below for how to add a co-contributor).
- **No full-time faculty in the discipline:** If there are no full-time faculty who were hired in a discipline, faculty members with an additional FSA can be assigned origination permissions until there are full-time hires in that discipline.
- **No full-time faculty with the FSA at a college for deletions/exclusions:** When a college has no full-time faculty hired into a discipline or with the additional FSA, the chair of the department housing the discipline may launch exclusion and deletion proposals for the discipline as a matter of clean-up. If the discipline was never assigned to a department, the Curriculum Chair may launch exclusion and deletion proposals in consultation with Tech Review.

## Two Methods for a FT Discipline Originator to Add Curriculum Partners to Proposals (either PT or FT):

- **Co-Contributor to an Individual Course:**
  - A full-time faculty member hired in the discipline can add co-contributors to any individual proposal in CurrlQunet.
  - This one-minute video illustrates how to do this in the Maverick version of CurrlQunet: [https://youtu.be/yma14F17o1w?si=\\_\\_Yojfrt9q7Xrhn\\_j](https://youtu.be/yma14F17o1w?si=__Yojfrt9q7Xrhn_j)
  - Step-by-Step instructions
    - Create proposal
    - In the right corner, click “Form Properties”
    - Under “Contributor” type the name of the person you want to add; once the correct name is visible, click the user name and then click “+ Add”
    - Select the person’s name once visible in the column
    - A menu of Course Outline sections will be visible; the originator can restrict specific sections they want the contributor to have access to or can click “Select All” to give the Co-Contributor full access to the proposal
    - Click the “X” next to “Form Properties” at the top to close the panel
    - Originators should be aware that your added co-contributor does not receive any automated notifications that they have been added to the proposal.
- **Origination Permissions for the District Discipline for Full-Time Additional FSA-Holders Hired Outside the Discipline:**
  - Some departments may have closely aligned disciplines, cross-listed disciplines, or other working relationships where a full-time colleague not hired in the discipline often maintains closely aligned courses for members of both disciplines or the department. To assign CurrlQunet origination permissions to a full-time faculty member not hired in the discipline, but with an additional FSA, the discipline can use the following annual procedure:
    - In the fall semester, the district discipline can vote to grant origination permissions for all discipline proposals to a full-time colleague with an FSA in the discipline (but not hired in the discipline).
    - An email with the vote thread attached and a final tally at the top is sufficient. This thread should be forwarded to [techreview@rccd.edu](mailto:techreview@rccd.edu).
    - Curriculum Analysts will then add the additional permissions on an annual basis using this emailed written approval from the district discipline with an end date for permissions of graduation (end of contract academic year).
    - Permissions can be renewed each year through the same process in the fall.