Path and timeline for approval of a new graduate program

Once you have plans to develop a new graduate program, contact the School of Graduate Studies to discuss your proposal, the process and to establish a timeline. soften best to work backwards keeping in mind the meeting schedules of those committees that must consider and approve the proposal. Note that although Senate does not meet from May August inclusive, the Senate Agenda and Summer Action Committee may act on behalf of Senate to deal with time-sensitive matters including program approvals that have been approved by SCAD.

Consult with stake- holders and SGS	Develop full proposal including budget template and suggested reviewers*	Faculty Board approval (FAS, FEAS, EDUC, LAW & QSB)	Ste-visit external reviewers and receipt of report	Senate approval (can advertise program	
Pre-approval to GSEC*	0	GSEC appr	roval SCAD approva	3	-
					program launch

* Ensure that required signatures have been obtained

Notes

The Pre-Approval requires a summary of the proposed program(s), the expectations in terms of demand, enrolment and anticipated resource implications. Sgn-off is needed from the Department Head/director, appropriate Faculty Dean(s), Vice Provost and Dean (SGS), the Graduate Studies Executive Council and the Provost.

Development of full proposal requires consultation with students, staff, faculty, and shared services. Additionally, an evaluation of the student demand for the program is needed as well as a scan of similar programs to help establish the need for the program. Submission of the proposal must include a budget template and suggested reviewers. Sgn-offs required prior to being considered by GSEC include: the Department Head/director, the appropriate Faculty Dean(s), confirmation of approval by the appropriate Faculty Graduate Council/Committee, and confirmation of approval by relevant Faculty Board(s)*. Once approved by the Graduate Studies Executive Council, the SGS will acquire signatures from the Vice-Provost (Library), the University Registrar, the Executive Director of Budget and Planning (all of whom should have been consulted in preparing the proposal document), and the Provost before the document is sent to the external reviewers. Note that a site-visit is required by the reviewers.

Suggestions