

Steps in the New Program Development Process At-A-Glance

Step	Description	Timeline	Responsibility	Documents/Templates
Notice of Intent and Consultation				
1.	Project Initiation Discussion	Day 1	Program developer, CIQE, OIRA, RO	Optional Initiation Form
2.	Develop Notice of Intent (NOI) <ul style="list-style-type: none"> • Consultation with other Faculties, EDI Office, Indigenous Education Advisory Circle (where applicable) 	Month 1	Faculty(ies) & Dean(s)	Notice of Intent
3.	ACTION: Submission of NOI	Month 1	Program Developer	
4.	NOI open for comment from University community	Month 1/2	Centre for Institutional Quality Enhancement (CIQE)	
5.	Approval of NOI <ul style="list-style-type: none"> • Meeting with CIQE to discuss supports and timelines 	Month 2/3	Provost/Academic Resource Committee (ARC) CIQE	
New Program Proposal Brief				
6.	ACTION: Creation of Draft Proposal <ul style="list-style-type: none"> • Collect Data for Proposal • Broad consultation, letters of support • Learning Outcomes Workshop Series/Consultations • Request Library Report 	Months 3 - 6	Program Team CIQE Library TLC	New Program Proposal (GR/UG) Library Report
7.	ACTION: Draft of Proposal complete and presented at Faculty Council, CIQE, School of Graduate and Post-Doctoral Studies (SGPS) if applicable ACTION: In preparation for the External Review (Degree programs only) submit list of potential external reviewers to CIQE (to be approved by Provost). Can submit earlier to expedite scheduling.	Month 6	Program Team	ACTION: Faculty Council Agenda and Minutes forwarded to CIQE Proposed External Reviewers & Arm's Length Guidelines
8.	ACTION: Draft of Proposal presented at ARC	Month 6	CIQE, ARC	
9.	Revisions to Proposal and return to ARC if requested	Month 7	Program Team	
External Review (Degree Programs Only)				
10.	ACTION: Site visit scheduled	Month 7/8	CIQE	
11.	ACTION: CIQE to send self-study to External Reviewers at least 2.5 weeks before visit	Month 7/8	CIQE	
12.	Site Visit	Month 8/9	Program Team, Dean(s), Faculty, Provost, CIQE	

13.	External Reviewers' Report sent within 30 calendar days of site visit	Month 9/10	External Reviewer(s)	External Reviewers Report template
14.	ACTION: Response to External Reviewers Report (ERR) ACTION: Revision of the proposal	Month 9/10	Program Team, Dean	Response to ERR templates
Internal Approval Process				
15.	ACTION: Submission of proposal to Faculty Council for approval	Month 11	Dean	ACTION: Faculty Council Agenda and Minutes forwarded to CIQE with final proposal documents
16.	ACTION: Proposal package submitted to USC/GSC for consultation and recommendation	Month 11/12 (dependent on FC date)	CIQE	
17.	ACTION: Submission to AC for approval and recommendation to the Board (must be completed within two years of NOI approval)	Month 11/12/13 (dependent on above/special request for concurrent Committee/AC)	CIQE	
18.	ACTION: Submission to the Board of Governors for approval (*pending meeting schedule)	Month 15 (dependent on Board schedule/special request for concurrent AC/Board)	Office of the University Secretary; CIQE	
Submission to Quality Council and Ministry				
19.	ACTION: Approved proposal package submitted to the Quality Council and follow-ups completed	Month 16/17	CIQE	
20.	ACTION: New program submitted to the Ministry (where applicable)	Month 17/18 Takes 90+ days	CIQE	
21.	Program Start Recruitment with note can begin once submitted to QC; admissions require QC approval; launch dependent on desired recruitment schedule (June deadline to be in Viewbook for following Fall).	Usually September following approval and admissions cycle		
22.	Program entered into the Program Review Cycle			
23.	ACTION: Initial intake report	At launch	OIRA, CIQE, ARC	
24.	ACTION: Initial program review report	1 year after launch	Program Team, CIQE, ARC	