

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

Step	Description	Timeline	Responsibility	Documents/Templates
Notice of Intent and Consultation				
1.	Develop Notice of Intent (NOI) <ul style="list-style-type: none"> • Consultation with other Faculties, EDI Office, Indigenous Education Advisory Circle (where applicable) 	Day 1	Faculty(ies) & Dean(s)	Notice of Intent
2.	ACTION: Submission of NOI	Month 1	Program Developer	
3.	NOI open for comment from University community	Month 2	Centre for Institutional Quality Enhancement (CIQE)	
4.	Approval of NOI <ul style="list-style-type: none"> • Meeting with CIQE to discuss supports and timelines 	Month 3	Provost/Academic Resource Committee (ARC) CIQE	
New Program Proposal Brief				
5.	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
6.	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).	Month 6	Program Team	ACTION: Faculty Council Agenda and Minutes forwarded to CIQE Proposed External Reviewers & Arm's Length Guidelines
7.	ACTION: Draft of Proposal presented at ARC	Month 6	CIQE, ARC	
8.	Revisions to Proposal and return to ARC if requested	Month 7	Program Team	
External Review (Degree Programs Only)				
9.	ACTION: Site visit scheduled	Month 7/8	CIQE	
10.	ACTION: CIQE to send self-study to External Reviewers at least 2.5 weeks before visit	Month 7/8	CIQE	
11.	Site Visit	Month 8/9	Program Team, Dean(s), Faculty, Provost, CIQE	
12.	External Reviewers' Report sent within 30 calendar days of site visit	Month 9/10	External Reviewer(s)	External Reviewers Report template

13.	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				
14.	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
15.	ACTION: Proposal package submitted to USC/GSC for consultation and recommendation	Month 12/13	CIQE	
16.	ACTION: Submission to AC for approval and recommendation to the Board (must be completed within two years of NOI approval)	Month 13/14	CIQE	
17.	ACTION: Submission to the Board of Governors for approval (*pending meeting schedule)	Month 15*	Office of the University Secretary and General Council; CIQE	
Submission to Quality Council and Ministry				
18.	ACTION: Approved proposal package submitted to the Quality Council and follow-ups completed	Month 16/17	CIQE	
19.	ACTION: New program submitted to the Ministry (where applicable)	Month 16	CIQE	
20.	Program Start	September following approval and admissions cycle		
21.	Program entered into the Program Review Cycle			
22.	ACTION: Initial intake report	At launch	OIRA, CIQE, ARC	
23.	ACTION: Initial program review report	1 year after launch	Program Team, CIQE, ARC	