

## New Graduate Program Sample Timeline

The sample timeline below is for a program launch in September 2028. It's important to note that this represents a moderately compressed timeline requiring careful project management by the program developers. Typical program development takes longer.

Academic units proposing new programs are encouraged to do the following:

- Create a timeline that aligns with fixed [committee meeting dates](#), since those occur only at certain times of the year.
- Engage early and regularly with all reviewers and approvers to speed up approvals and reduce revisions.
- Ensure that the proposal meets all the New Program Proposal Evaluation Criteria ([QUQAP 2.4.2](#)) to avoid delays at the Appraisal Committee stage.

Some further compression of the timeline is possible if necessary. If aiming for a more compressed timeline, early consultation with the VPTL is essential; contact [quqap@queensu.ca](mailto:quqap@queensu.ca).

| Stage                           | Date                  | Description   |
|---------------------------------|-----------------------|---|
| <i>2025-2026 Academic Year</i>  |                       |   |
| Notice of Intent                | January 2026          | The academic unit notifies the Vice-Provost, Teaching and Learning (VPTL) of their intent to propose a new program and meets with the VPTL office to discuss timelines and to receive the pre-approval form.  |
| Development of Pre-Approval     | January-February 2026 | The academic unit completes the pre-approval template in consultation with the Faculty Dean and the Vice-Provost and Dean, School of Graduate Studies and Postdoctoral Affairs (SGSPA).   |
| Submission of Pre-Approval Form | March 2026            | The academic unit submits the pre-approval form to the VPTL office and requests a pre-approval meeting.   |
| Pre-Approval Meeting            | April 2026            | The VPTL and the Vice-Provost and Dean, SGSPA host a meeting with university representatives to review the proposal and grant pre-approval. If it is granted, the VPTL office provides templates and guidance for the new program proposal process. |
| Review Team Nominations         | May 2026              | The academic unit submits review team nominations. These are then ranked by the   |

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|   |                       | Faculty Dean, the Vice-Provost and Dean, SGSPA, and approved by the VPTL.   |
| Development of New Program Proposal       | May-September 2026    | The academic unit develops the full proposal in consultation with the university representatives and offices identified in the New Program Proposal template.   |
| <i>2026-2027 Academic Year</i>            |                       |   |
| Faculty-level and Institutional Approvals | October-November 2026 | The academic unit obtains approvals and letters of support from the university representatives and offices listed in the New Program Proposal Template, including Faculty Graduate Council and the Faculty Dean.  |
| Submission of New Program Proposal        | December 2027         | The academic unit submits the proposal, including all approvals, to the VPTL office.  |
| Review of New Program Proposal            | December 2027         | The VPTL office reviews the proposal to ensure it is complete, then submits it to the Graduate Studies Executive Council (GSEC).  |
| GSEC and SGSPA approval                   | January 2027          | The Graduate Studies Executive Council and the Vice-Provost and Dean, SGSPA, review and approve the proposal.   |
| Site Visit Scheduling                     | February 2027         | The Faculty Office schedules the site visit.  |
| Site Visit                                | April 2027            | The Faculty Office hosts the site visit.  |
| Review Team Report                        | May 2027              | The Review Team submits its Report to the VPTL office within one month of the site visit.   |
| Internal Responses and Possible Revisions | June-August 2027      | The Academic Unit submits its response to the Review Team Report, including any possible revisions to the proposal. The Faculty Dean, and the Vice-Provost and Dean, SGSPA, then review both the Report and the Academic Unit's response, and provide their own response. |
| <i>2027-2028 Academic Year</i>            |                       |   |
| VPTL Review and Approval                  | August 2027           | The Vice-Provost, Teaching and Learning, reviews and approves the proposal, the review team report, and the internal responses.   |
| SCADP                                     | September 2027        | The Senate Committee on Academic Development and Procedures reviews and approves the proposal, the review team report, and the internal responses.  |

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| Senate                    | October 2027                   | The Senate reviews and approves the proposal, the review team report, and the internal responses.   |
| Announcement              | November 2027                  | Program can be advertised to prospective students as “subject to approval by the Quality Council.”  |
| Appraisal Committee       | November 2027-<br>January 2028 | The VPTL office sends the full proposal, including the Review Team Report and Internal Responses, to the Appraisal Committee for approval. Historically, the appraisal committee has asked for at least one change to the proposal before approving it. |
| Quality Council           | February 2028                  | Once the Appraisal Committee approves the proposal, it is provided to the Quality Council for their approval.   |
| Ministry Funding Approval | March-August 2028              | Program is allowed to launch before ministry approval if the Faculty assumes budgetary risk.  |
| Program Launch            | September 2028                 |   |