



## QUQAP Process for New Undergraduate Programs

### New Undergraduate Programs

#### Pre-Approval

1. The Academic Unit reaches out to the Provost's office (at [quqap@queensu.ca](mailto:quqap@queensu.ca)) to summarize the proposal, receive the Pre-Approval Template, discuss appropriate consultations, and review the approval process and timeline.
2. The Academic Unit must consult with the Office of the Registrar and the Office of Planning and Budgeting during the development of the Pre-Approval Form.
3. The Academic Unit completes the Pre-Approval Template.
4. The Academic Unit is responsible for seeking approval by the Department/Unit Head and Faculty Dean. The Dean may choose to submit the Pre-Approval Form to the Faculty Board for comment and/or approval.
5. Once approved, the Academic Unit submits the Pre-Approval Form to [quqap@queensu.ca](mailto:quqap@queensu.ca) for review.
6. Provost's Office sends the Pre-Approval Form to the Offices of the Registrar and Planning and Budgeting for review and approval.
7. Provost's Office submits the Pre-Approval Form to the Vice-Provost (Teaching and Learning) (VPTL) for approval.
8. Provost's Office informs the Academic Unit that the Pre-Approval has been approved and advises the Academic Unit on the next steps and deadlines.

#### Proposal

9. Provost's Office sends the Academic Unit the New Program Proposal Template and meets with them to explain the process, offer guidance on consultation with academic and non-academic central services, and answer any questions.
10. The Academic Unit completes the Proposal, consulting with the Centre for Teaching and Learning on curriculum design and other central services as necessary
11. The Academic Unit is responsible for seeking approval by the Department/Unit Head, Faculty Dean, and the Faculty Board.

12. Once these approvals are made, the Academic Unit submits the Proposal to Provost's Office for review.
13. Provost's Office sends the Proposal template to the Offices of the Registrar, Planning and Budgeting, Information Technology Services (ITS), and Library for review and approval.
14. Provost's Office submits the Proposal to the VPTL for review and approval.
15. Provost's Office informs the Academic Unit that the Proposal has been approved to go to the Review Team and advises the Academic Unit on the next steps and deadlines.

### **Review Team Nominations (may happen concurrently with Proposal)**

16. The Academic Unit reaches out to the Provost's Office for the Review Team Nomination Template. Provost's Office provides the Academic Unit with the template and advises them on the process and deadlines.
17. The Academic Unit completes the template, nominating the required number of external and internal reviewers, and optional professional and additional reviewers.
18. The Academic Unit is responsible for collecting the signature of the Unit/Department Head before submitting the template to the Provost's office (at [quqap@queensu.ca](mailto:quqap@queensu.ca)).
19. Provost's Office reviews the template for completeness and sends it to the Faculty Office for ranking, with instructions and deadlines.
20. The Faculty Office is responsible for acquiring the Dean's ranking and signature before submitting the template back to the Provost's office.
21. Provost's Office reviews the template for completeness and asks the VPTL to review the Academic Unit's nominations in conjunction with the suggested rankings from the Faculty Office before making a final decision.
22. Provost's Office informs the Academic Unit and Faculty Office of the approved Review Team Ranking and outlines the responsibilities of each office going forward.
23. **Reminder:** The site-visit cannot take place until the New Program Proposal has been approved by the VPTL.

### **Review Team Site-Visit and Report**

24. The Faculty Office/Dean's Office is responsible for the invitation and scheduling of the review team, assisting with travel and accommodations, and providing the review team with the necessary materials to complete the review in good time for the visit.
25. Once a draft itinerary has been completed, the Faculty Office will forward it to the Provost's Office for review.
26. Provost's Office will review the itinerary with the VPTL and communicate changes, if any, back to the Faculty Office.
27. The Review Team will meet with the required offices and submit their report to the Provost's Office within one month of the review.

28. Provost's Office will review the report for completeness and solicit any clarifications required from the Review Team.

### **Internal Responses**

29. Provost's Office will contact the Academic Unit for the Unit/Department Head's response to the Review Team Report, providing them with the report and an Internal Response Template.

30. The Academic Unit will submit the response to [quqap@queensu.ca](mailto:quqap@queensu.ca).

31. Provost's Office will send the Review Team Report and Academic Unit's Response to the Faculty Office Decanal Response, using the Internal Response Template.

32. The Faculty Office will submit the response to [quqap@queensu.ca](mailto:quqap@queensu.ca).

### **Optional Revisions (may happen concurrently with Internal Responses)**

33. Based on the Review Team Report and recommendations, the Academic Unit, Faculty Office, and/or VPTL may decide that revisions to the program proposal are required.

34. If so, a track-changes version of the original proposal must be submitted to the Provost's Office (at [quqap@queensu.ca](mailto:quqap@queensu.ca)) with or after the Internal Responses are received.

35. Changes made to the Proposal resulting from the Review Team Report and/or the Internal Responses should be summarized in an appendix to the original proposal.

### **Institutional Approvals**

36. Provost's Office submits the full proposal (Proposal, Review Team Report, Internal Responses, Optional Revisions, and related Appendices) to the Senate Committee on Academic Development and Procedures (SCADP) for review.

37. If approved, the SCADP Secretary will inform the Academic Unit, Provost's Office, and Faculty Office/Dean's Office.

38. The SCADP Secretary will submit the full proposal to Senate for approval.

39. If approved at Senate, the University Secretariat will inform the Academic Unit, Provost's Office, and Faculty/Dean's Office.

### **Quality Council (Provincial-level Approval)**

40. Once approved by Senate, the Provost's Office will submit the full proposal with a cover-page to the Quality Council's Appraisal Committee for review.

41. The Appraisal Committee may ask for further information at this stage. The Provost's Office will liaise with the Academic Unit/Faculty/Dean's Office for the additional information.

42. Once approved by the Appraisal Committee, the proposal is reviewed by the Quality Council.

43. Quality Council reviews the report and communicates the results to the Provost's Office. The proposed program may be:

- a. Approved to Commence (must commence within 36 months of approval)

- b. Approved to Commence With Report – the program can commence but must report to the Quality Council on how it has addressed outstanding concerns within 1-2 years of commencement
  - c. Not approved
44. Once approved by the Quality Council, the Provost's Office will submit the funding application for the funding eligible program to the Ministry of College and Universities (MCU).
45. **Remember:** The Program can commence before the MCU approval for funding is received, but the Faculty offering the program assumes the financial risk of offering the program before funding is approved.

### Administration

46. Provost's Office asks for a website update from the Academic Unit. The update is sent to Quality Council for posting on their website, and Provost's Office posts on the Provost's Quality Assurance webpage.
47. Provost's Office tracks when any approval with report, continuous improvement reporting, 5-year report are to take place.
48. Provost's Office adds new program to the schedule for Cyclical Program Review. The first Cyclical Program Review must take place within 7 years of the first student enrolment.