Expedited Approvals – Undergraduate Certificates

Pre-Approval

1. The Academic Unit meets with the Queen's University Quality Assurance Processes office (QUQAP) to receive the pre-approval template, summarize the proposal, discuss appropriate consultations, review the timeline, and discuss the process.
2. The Academic Unit completes the pre-approval template and submits it to QUQAP for review.
3. QUQAP reviews the template for completeness.
4. QUQAP organizes a review meeting for the pre-approval where the Academic Unit will present its proposal to the following stakeholders: the Faculty Dean, the Registrar, the Executive Director, Budget and Resource Planning, the Associate Vice-Principal, Human Rights, Equity, and Inclusion, the Associate Vice-Principal, Indigenous Initiatives, the Assistant Dean, Student Affairs, and the Vice-Provost, Teaching and Learning (VPTL). At the conclusion of the meeting, those stakeholders provide input to the Vice-Provost, Teaching and Learning, who determines whether the proposal receives pre-approval.
5. If the proposal receives pre-approval, QUQAP informs the Academic Unit and provides them with guidance and templates for the full proposal approval stage, including any feedback that needs to be addressed.
   a. If the proposal does not receive pre-approval, QUQAP informs the Academic Unit of the revisions that need to be made for resubmission, as well as whether another meeting will be required or whether the resubmission can go directly to the VPTL.

Proposal

6. QUQAP sends the Academic Unit the Proposal template and meets with them to explain the process and answer any questions, if necessary.
7. The Academic Unit completes the proposal in consultation with stakeholders. The Faculty Dean provides guidance.

8. The Academic Unit solicits and obtains letters of support, which will function as formal approvals, from the Faculty Dean, the Registrar's Office, Planning and Budgeting, ITS, the Library, the AVP, Human Rights, Equity, and Inclusion, the AVP, Indigenous Initiatives, and Student Affairs.
9. The Academic Unit seeks approval from Faculty Board.
10. Once approved, the Academic Unit submits the Proposal to QUQAP for review.
11. QUQAP reviews the template for completeness, consultations, and authorizations.
12. QUQAP sends the proposal to the VPTL for review and approval.
    a. If the VPTL does not approve, QUQAP will work with the Academic Unit on a re-submission.
13. QUQAP informs the Academic Unit that the Proposal has been approved and advises the Academic Unit on the next steps and deadlines.

Institutional Approvals

14. QUQAP will package the full proposal (Proposal and related Appendices) and submit it to the Senate Committee on Academic Development and Procedures (SCADP) through the SCADP Secretary.
15. The SCADP Secretary will invite members from the Academic Unit to attend SCADP.
16. If approved, the SCADP Secretary will inform the Academic Unit, QUQAP, Faculty Office, and SGSPA.
    a. If not approved, QUQAP will work with the Academic Unit, Faculty Office and SGSPA on the requirements for re-submission.
17. The SCADP Secretary will submit the full proposal to Senate for approval.
18. The Senate Secretary will invite members of the Academic Unit to attend Senate.
19. If approved at Senate, the SCADP Secretary will inform the Academic Unit, Faculty Office, and SGSPA.
    a. If not approved, QUQAP will work with the Academic Unit, Faculty Office, and SGSPA on the requirements for re-submission.

Administration

20. QUQAP asks for a website update from the Academic Unit. QUQAP posts on the Provost's Quality Assurance webpage.
21. QUQAP ensures all files are on the shared drive for the program proposal and that the Academic Unit, Faculty Office, and SGSPA have a copy of the full proposal for their records.
22. QUQAP tracks when any continuous improvement reporting, 5-year report and first Cyclical Program Review Report are to take place.