



QUQAP Internal Processes for Expedited Approvals

Expedited Approvals

Note

1. This process applies to Programs eligible for the Expedited Approval Process only:
 - a. Undergraduate and Graduate Major Modifications that have requested additional review
 - b. Type 2 and 3 Graduate Diplomas
 - c. New Graduate Fields
 - d. New Stand-alone programs arising from a well-established graduate field
2. Undergraduate Programs would **not** be reviewed by Graduate Councils, SGSPA, and GSEC. These steps would be skipped by Undergraduate Programs or replaced by their Faculty Board.

Pre-Approval (required, except for Major Modifications)

3. (Grad Programs only:) The Academic Unit proposing an Expedited Approval reaches out the School of Graduate Studies and Postdoctoral Affairs (SGSPA) to discuss with the Vice-Provost and Dean (SGSPA), a Graduate Associate Dean, and/or an Academic Affairs Officer.
4. The Academic Unit will meet 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.
5. The Academic Unit completes the pre-approval template and submits it to QUQAP for review.
6. QUQAP reviews the template for completeness.
7. 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, the Vice-Provost and Dean, SGSPA, and the Vice-Provost, Teaching and Learning. At the conclusion of the meeting, those stakeholders provide input to the Vice-Provost and Dean, SGSPA (for graduate programs), and the Vice-Provost, Teaching and Learning, who determine whether the proposal receives pre-approval.

8. 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 and the Vice-Provost and Dean, SGSPA (for graduate programs).

Proposal

9. QUQAP sends the Academic Unit the Proposal template and meets with them to explain the process and answer any questions, if necessary.
10. The Academic Unit completes the proposal in consultation with stakeholders. The Faculty Dean and the Vice-Provost and Dean, SGSPA (for graduate programs), provide guidance.
11. 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.
12. The Academic Unit seeks approval from the Faculty Board and the Graduate Council (for graduate programs).
13. Once approved, the Academic Unit submits the Proposal to QUQAP for review.
14. QUQAP reviews the template for completeness, consultations, and authorizations.
15. (Grad Programs only:) QUQAP submits the Proposal to the SGSPA Office for review and approval.
16. (Grad Programs only:) The SGSPA office will review and submit the Proposal to GSEC.
 - a. SGSPA will invite the Academic Unit to attend GSEC.
 - b. If GSEC does not approve, the SGSPA office will notify the Academic Unit and QUQAP of next steps.
 - c. If GSEC approves, SGSPA will collect the signature of the Vice-Provost and Dean (SGSPA).
17. (Grad Programs only:) SGSPA submits the Proposal to QUQAP with notification of who attended GSEC on the Academic Unit's behalf.
18. QUQAP reviews the proposal for completeness and sends it to the VPTL for review and approval.
 - a. If the VPTL does not approve, QUQAP will work with the SGSPA office (for graduate programs) and the Academic Unit on a re-submission.
19. QUQAP informs the Academic Unit and SGSPA (for graduate programs) that the Proposal has been approved and advises the Academic Unit on the next steps and deadlines.

Institutional Approvals

20. 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.
21. The SCADP Secretary will invite members from the Academic Unit to attend SCADP.

22. 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.
23. The SCADP Secretary will submit the full proposal to Senate for approval.
24. The Senate Secretary will invite members of the Academic Unit to attend Senate.
25. 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.

Quality Council

26. Once approved by Senate, QUQAP will submit the full proposal with a cover-page to the Appraisal Committee for review and approval.
27. Appraisal Committee notifies QUQAP of the results.
 - a. If not approved, QUQAP will work with the other offices on the requirements for re-submission.
 - b. If approved, QUQAP informs the Academic Unit, Faculty Office, and SGSPA on next steps.

Administration

28. QUQAP asks for a website update from the Academic Unit. The update is sent to Quality Council for posting on their website, and QUQAP posts on the Provost's Quality Assurance webpage.
29. 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.
30. QUQAP tracks when any continuous improvement reporting, 5-year report and first Cyclical Program Review Report are to take place.