QUQAP Internal Processes for New Programs (Graduate Programs)

New Graduate Programs

Pre-Approval

1. The Academic Unit proposing a New Program reaches out the School of Graduate Studies and Postdoctoral Affairs (SGSPA) to discuss the potential for a New Program with the Vice-Provost and Dean (SGSPA), a Graduate Associate Dean, and/or an Academic Affairs Officer.
2. 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.
3. The Academic Unit completes the pre-approval template and submits it to QUQAP for review.
4. QUQAP reviews the template for completeness.
5. 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, and the Vice-Provost, Teaching and Learning, who determine whether the proposal receives pre-approval.
6. 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.

Proposal

7. QUQAP sends the Academic Unit the Proposal template and meets with them to explain the process and answer any questions, if necessary.

8. The Academic Unit completes the proposal in consultation with stakeholders. The Faculty Dean and the Vice-Provost and Dean, SGSPA, provide guidance.
9. 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.
10. The Academic Unit seeks approval from the Graduate Council.
11. Once approved, the Academic Unit submits the Proposal to QUQAP for review.
12. QUQAP reviews the template for completeness, consultations, and authorizations.
13. QUQAP submits the Proposal to the SGSPA Office for review and approval.
14. 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).
15. SGSPA submits the Proposal to QUQAP with notification of who attended GSEC on the Academic Unit's behalf.
16. 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 and the Academic Unit on a re-submission.
17. QUQAP informs the Academic Unit and SGSPA that the Proposal has been approved and advises the Academic Unit on the next steps and deadlines.

Review Team Nominations (may happen concurrently with Proposal)

18. The Academic Unit reaches out to QUQAP for the Review Team Nomination template. QUQAP provides the Academic Unit with the template and advises them on the process and deadlines.
19. The Academic Unit completes the template, nominating the required number of external and internal reviewers, and optional professional and additional reviewers.
20. The Academic Unit collects the signature of the Unit/Department Head before submitting the template to QUQAP.
21. QUQAP reviews the template for completeness and sends it to the Faculty Office for ranking, with instructions and deadlines.
22. The Faculty Office acquires the Dean's ranking and signature before submitting the template back to QUQAP.
23. QUQAP reviews the template for completeness and sends it to SGSPA for ranking, with instructions and deadlines.
24. SGSPA acquires the Vice-Provost and Dean (SGSPA)'s ranking and signature before submitting the template back to QUQAP.
25. QUQAP 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 and SGSPA before making a final decision.

a. If a final ranking has not been approved, QUQAP will work with the Academic Unit, Faculty Office and SGSPA to make the required changes.

26. QUQAP informs the Academic Unit, Faculty Office, and SGSPA of the approved Review Team Ranking and outlines the responsibilities of each office going forward.

27. The site-visit cannot take place until the Proposal has been fully approved by the VPTL.

Review Team Site Visit and Report

28. The Faculty Office (or equivalent, arm's length' distance, office within the Faculty of the Academic Unit proposing the program) invites and schedules the review team, assists with travel and accommodations (if required), and provides them with the necessary materials to complete the review, including the Proposal with all approvals and letters of support.

29. Once a draft itinerary has been completed, the Faculty Office forwards it to QUQAP for review.

30. QUQAP reviews the itinerary with the VPTL and communicate changes, if any, back to the Faculty Office.

31. The Review Team meets with the required offices and submits their report to QUQAP within one month of the review.

32. QUQAP reviews the report for completeness and solicits any clarifications required from the Review Team.

Internal Responses

33. QUQAP contacts the Academic Unit for the Unit/Department Head's response to the Review Team Report, providing them with the report, internal response template, instructions, and a deadline.

34. The Academic Unit submits the response to QUQAP.

35. QUQAP sends the Academic Unit Response, report, internal response template, instructions, and deadlines to the Faculty Office for review and for the Decanal Internal Response.

36. The Faculty Office submits the response to QUQAP.

37. QUQAP sends the Academic Unit Response, Decanal Response, report, internal response template, instructions, and deadlines to SGSPA for the Vice-Provost and Dean (SGSPA)'s Response.

38. SGSPA submits the response to QUQAP.

Optional Revisions (may happen concurrently with Internal Responses)

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

40. If so, a track-changes version of the original proposal must be submitted to QUQAP with or after the Internal Responses are received.
    a. If submitted with the Internal responses, QUQAP will include this document as part of the internal response process
    b. If submitted after the Internal responses, QUQAP will facilitate an approval process between the Department/Unit Head, Faculty Office, SGSPA and VPTL.

c. Depending on the types and depth of changes made, approvals from the Office of the Registrar, Planning and Budget, SCADP and Senate may also be required.

Institutional Approvals

41. QUQAP packages the full proposal (Proposal, Review Team Report, Internal Responses, optional revisions, and related Appendices) and submit it to the Senate Committee on Academic Development and Procedures (SCADP) through the SCADP Secretary.
42. The SCADP Secretary invites members from the Academic Unit to attend SCADP.
43. If approved, the SCADP Secretary informs 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.
44. The SCADP Secretary submits the full proposal to Senate for approval.
45. The Senate Secretary invites members of the Academic Unit to attend Senate.
46. If approved at Senate, the proposal passes to the next stage.
    a. If not approved, QUQAP will work with the Academic Unit, Faculty Office, and SGSPA on the requirements for re-submission.

Quality Council

47. Once approved by Senate, QUQAP submits the full proposal with a cover-page to the Appraisal Committee for review.
    a. If not approved, the Appraisal Committee will inform QUQAP and QUQAP will work with the other offices on the requirements for re-submission.
    b. If approved, the Appraisal Committee submits the package to Quality Council for approval.
48. Quality Council reviews the report and communicates the results to QUQAP.
    a. If approved to commence, QUQAP informs the Academic Unit, Faculty Office, and SGSPA on next steps.
    b. If approved to commence with report, QUQAP informs the Academic Unit, Faculty Office, and SGSPA of the next steps, and tracks the reporting requirements and deadlines.
    c. If future continuous improvement needs are required, QUQAP informs the Academic Unit, Faculty Office, and SGSPA of the next steps, and tracks the reporting requirements and deadlines.
    d. If not approved, QUQAP will work with the Academic Unit, Faculty Office, and SGSPA on the requirements for resubmission.

Administration

49. 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.
50. 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.

51. QUQAP tracks when any approval with report, continuous improvement reporting, 5-year report and first Cyclical Program Review Report are to take place.