## Approval Process for New Programs

| **Steps** | **Description** | **Documentation Required for Auditing Purposes** |
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| Step 1 | In-Principle Approval by PPG and Working Group Formed  | * PPG Minutes
* Initial Proposal
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| Step 2 | Development of Full Program Proposal and Appendices using template* Consultation – faculty, academic units, Decanal Councils
* Budget – in consultation with Dean(s) and Office of Finance
* Learning Outcomes and Curriculum Mapping – review and revision
* New Course Development and Course Syllabuses Collection
* CVs – Collection of Faculty CVs
* Library – Statement of Support – requested from University Librarian
 | * Program Proposal and Appendices
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| Step 3 | Dean Signs Off Program Proposal and Appendices | * Dean Signature on Proposal
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| Step 4 | Nomination, Ranking and Selection of External Reviewers * Nomination and Ranking
* Declaration of Arm’s Length
* Letter of Invitation
 | * Nomination Form
* Declaration of Arms Length
* Letters of Invitation
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| Step 5 | USC/GSC Review – of Program Proposal and Appendices | * USC or GSC Minutes
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| Step 6 | AP&P Initial Review – of Program Proposal and Appendices | * AP&P Minutes
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| Step 7 | Site Visit (or Desk Audit) and Instructions | * Site Visit Schedule
* Reviewer Instructions
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| Step 8 | External Reviewers’ Report | * External Reviewers’ Report
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| Step 9 | Working Group’s Response to External Reviewers’ Report | * Working Group’s Response
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| Step 10 | Dean’s Response to External Reviewers’ Report | * Dean’s Response
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| Step 11 | AP&P Final Review – of Program Proposal, External Reviewers’ Report, Working Group’s Response, Dean’s Response; AP&P recommends program to Senate | * AP&P Minutes
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| Step 12 | Senate for Approval and Faculty Board for Information | * Senate Minutes
* Faculty Board Minutes
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| Step 13 | Submission and Approval by Quality Council | * Quality Council Approval Letter
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| Step 14 | Follow-Up and Reporting* Post Program Description to Website
* Verbal Update to Senate
* Report to Board of Governors (BoG)
* Add to Schedule of Reviews
 | * Link to program description
* BoG Annual Report
* Year of First Cyclical Review
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| Step 15 | Implementation Window and Monitoring Report to AP&P | * AP&P Minutes
* Monitoring Report
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