

Workflow/Checklist for New Graduate Program Approvals

Note: This checklist is based on the Senate approved *Protocol for New Program Approvals: Undergraduate and Graduate*. Please refer to the *Protocol* for details and requirements for each step. Dept/School in this chart refers to the academic unit(s) submitting the proposal and Dean refers to the college dean(s) responsible for the originating department(s)/school(s). Timelines for the completion of the entire approval process of will be dependent on the Senate calendar and Ontario Universities Council on Quality Assurance (OUCQA) schedule, and could vary from six to twelve months.

Task	Initiated by	Approval by
New Program Proposal Brief (Part 1)	Dept/School	College Dean
Review by Office of the Provost	College Dean	AVP (GS&PQA)
Review of Program Proposal Brief by Division Committee	AVP (GS&PQA)	Division Committee
External Reviewer Nominations	Dept/School	AVP (GS&PQA)
Library Assessment Report	Dept/School	Library
Full Proposal Brief to External Reviewers	AVP (GS&PQA)	
External Reviewers Site Visit	Dept/School	AVP (GS&PQA)
Reviewer's Report to Dept/School & College Dean	AVP (GS&PQA)	
Revised Program Proposal Brief (including responses to Reviewer's Report)	Dept/School	AVP (GS&PQA)
Review of Program Proposal Brief by Programs Committee	AVP (GS&PQA)	Programs Committee
Review of Program Proposal Brief by Board of Graduate Studies	University Secretariat	BoGS
Review of Program Proposal Brief by Senate	University Secretariat	Senate
Review of Program Proposal Brief by Quality Council Secretariat	AVP (GS&PQA)	OUCQA
Program Approval/ Institutional Checklist to MTCU for funding approval	AVP (GS&PQA)	MTCU
Notice to Senate Committee on Quality Assurance (SCQA) for information & for Cyclical Program Review Schedule	University Secretariat	