

Appendix A:

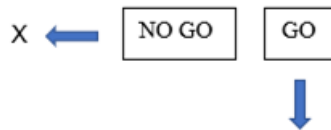


Normal Procedures for Proposing New and Modified Undergraduate and Graduate Programs (including non-stand-alone Certificates and Minors)

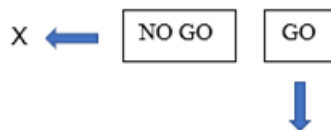
Revised from a version approved by FGSR Faculty Council

**See additional notes at end associated with individual steps*

4.1.1. Informal Discussions *
The Departmental/Program proponents will draft an executive summary (refer to **Appendix B**). This executive summary is used to facilitate discussions regarding their ideas with their departmental colleagues and Department Chair(s) at a departmental/program meeting. Informal discussions proceed with respective Dean(s), Associate Dean(s), Program Coordinators and the Manager, Academic Program Development and Review.



4.1.2. Informal Discussions continued
The "List of Questions for Proponents of New Undergraduate/Graduate Programs" (refer to **Appendix C**) is a required reference for individuals or groups considering the development of a new program proposal. If the proposal involves another program(s) or is joint with another University, these discussions must go on with related program(s) and/or partnering institutions. Consultation with the Library and EIT regarding resources is recommended (if appropriate).*



4.2. Formal "Notice of Intent" (NOI) *
A Notice of Intent (refer to the **Appendix D template** and hereafter referred to as NOI) is submitted in writing to the Dean and Associate Dean (Curriculum) of the relevant Faculty [Arts, Commerce or Science - hereafter referred to as the "Home Faculty"], and the Dean of FGSR (if a graduate program) with copy to department chair(s), program coordinator(s) and director(s). The NOI will include the information referred to in **Appendix C** (the "List of Questions for Proponents of New Undergraduate/Graduate Programs.") The Dean(s) and Associate Deans (Curriculum) will review and consider the submission for circulation. Consultation with the Library and EIT regarding resources is required at this stage (if appropriate). Please note: if the proponents of a new program think that additional resources are needed, a business plan at this stage is required in consultation with the EMG (refer to **Appendix E Table 5.3 Budget**).



4.3. Formal "Notice of Intent" (NOI) continued *
If approved, each Faculty will see that the NOI is appropriately distributed according to the individual internal faculty process (e.g. faculty curriculum committee, faculty council, etc.). The NOI acts as an early alert for budget proposals and triggers formal discussion on the proposal, Committee activity/scheduling, etc. Feedback will be reviewed and incorporated as appropriate.



Proposals requiring MPHEC approval:

4.4.1. Preparation of the Proposal *

If the proposed program results in a credential, proposal proponents must adhere to the MPHEC format (see <http://www.mphec.ca/quality/assessmentacademicprograms.aspx> for related proposal templates).

- Following Senate Policy 8-1013 on Submissions to the Senate Curriculum Committee and using the form for submitting new programs for the Academic Calendar, in collaboration with the Manager, Academic Program Development and Review, the Proponents will create and submit the text for the section in the Academic Calendar through the existing Faculty Curriculum Process.
- Manager, Academic Program Development and Review communicates MPHEC approval to the relevant stakeholders.

Proposals not requiring MPHEC approval:

4.4.2. Preparation of the Proposal *

If the proposed program does not require MPHEC approval (e.g. minor programs, non-stand-alone certificates), proponents must adhere to the guidelines provided in 4.15 in the Senate Policy on New Program Proposal Submissions and should consult with the Manager, Academic Program Development and Review, the Faculty and other relevant members of the University as they proceed with the development of the Proposal.

- Following Senate Policy 8-1013 on Submissions to the Senate Curriculum Committee and using the form for submitting new programs for the Academic Calendar, in collaboration with the Manager, Academic Program Development and Review, the Proponents will create the section for the Academic Calendar. An electronic copy of the calendar text is submitted to the Dean(s) and Associate Dean(s) Curriculum for processing through the existing Faculty Curriculum Process.
- Proponents must consider budgetary implications (if any).



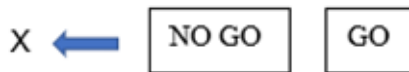
4.4.3. Calendar Draft Preparation

The program description information for the Academic Calendar is entered into CourseLeaf and submitted to workflow.



4.5. Budget Review *

The Dean and/or Dean(s) and the Senior Director of Financial Services review the Budgetary implications only (refer to Appendix E Table 5.3 Budget). If revisions are required to the budget, the Dean(s) of the appropriate Faculties will notify the Department Undergraduate/Graduate Program.



4.6. Submission of the Proposal to the Department(s) – Undergraduate/Graduate Program *

- If the proposed program is undergraduate, the proposal will be submitted to the relevant Department Head(s) or Program Coordinator(s) to oversee that it will be vetted by the relevant parties involved for observations and recommendations.
- If the proposed program is for a PhD from an existing Master's graduate program, the proposal will be submitted to the relevant Graduate Program Coordinator who will work with the relevant Department Head(s) to oversee that it will be vetted by the relevant Graduate Program Committee and Department Councils for observations and recommendations.
- If the proposed program is for Masters or PhD in a new graduate program to SMU, the proposal will be submitted to the relevant Department Head(s) to oversee that it will be vetted by the relevant and Department Councils for observations and recommendations.



4.7. Submission of the Proposal to the Faculty

The completed formal proposal package (including budget if applicable) is submitted to the Dean(s) and Associate Dean(s) Curriculum for approval.

4.8. External Review *

- External consultant(s)/reviewer(s) is/are engaged if required.
- The Faculty, in collaboration with the Manager, Academic Program Development and Review, will facilitate the external review process.
- Once the external report is received, the proponents will have the opportunity to respond to the comments.

4.9. Vetting of the Proposal by the Home Faculty

- The Executive/Faculty Council of the home Faculty will vet the proposal and make its observations and recommendation.
- The proponents will have the opportunity to respond to the comments of the Home Faculty and the result of the budget review, and these comments will be forwarded to the Executive of the appropriate Faculty.

If the proposal is for an undergraduate program:

4.10. Vetting of Undergraduate Proposals

- The proponents will have the opportunity to respond to comments from the relevant Executive and Faculty Councils.
- If the budget reviews and the Department/Program responses are positive, the proposal is sent to the Senate Academic Planning Committee via the Dean's Office.

If the proposal is for a graduate program:

4.11. Vetting of the Proposal by the FGSR

- Once approved by the Executive Faculty Council of the Home Faculty, the FGSR Executive and Faculty Council will vet the proposal and make its observations and recommendations.
- The proponents will have the opportunity to respond to comments from the relevant Executive and Faculty Councils.
- If the budget reviews and the Department/Program responses are positive, the proposal is sent to the Senate Academic Planning Committee via the FGSR Dean's Office.

4.12. Vetting of the Proposal by the Senate Academic Planning Committee

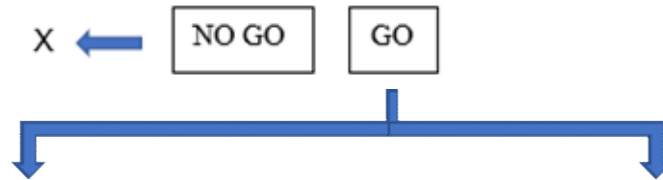
The Proponents will have the opportunity to participate during the APC vetting process * If the recommendation is positive, the proposal is sent to Senate.



4.13. Vetting of the Proposal by Senate

If Senate approval is received:

- The Proponents will have the opportunity to make final revisions to the proposal before it is sent to the MPHEC. (follow 4.14 below)
- Proposals not requiring MPHEC approval follow the step 4.15 immediately below.



Proposals requiring MPHEC approval:

4.14. Following Senate Approval

- The Proposal is sent by the Office of the President or VPAR to the MPHEC.
- Once MPHEC approval is received, the following actions will be taken:
 - The new proposed program in CourseLeaf is submitted through the workflow process.

Proposals not requiring MPHEC approval:

4.15. Following Senate Approval

The new proposed program in CourseLeaf is submitted through the workflow process.

***Additional notes associated with individual steps in the process:**

Step 4.1.1: Please note that in the interim, between August 2023 and when the University's framework is approved and implemented in 2027, universities are still required to submit a formal MPHEC program proposal to modify an existing approved in-person program to online delivery or a new online program.

Steps 4.1.2 and 4.2: Departmental/Program proponents are encouraged to contact the Program Review Office to coordinate communication with the Library regarding library resources and supporting report.

Steps 4.2 and 4.3: The NOI process is designed to make proponents aware of the sort of issues that will come to bear in the assessment by the MPHEC. It also is a vehicle to make the intentions of the proponents official to various bodies in the University.

Steps 4.4.1 and 4.4.2: The proposal must eventually be submitted in MPHEC format. It makes sense for efficiency and completeness, that the MPHEC format be used from the outset and in consultation with the Manager, Academic Program Development and Review.

Step 4.5: Per clauses 14.1.10(b) and 14.1.11(b) of the Collective Agreement and Senate By-Laws 5.2.4.

Step 4.6: Per clauses 13.1.11(a) and 13.1.60 of the Collective Agreement.

Levels of Approval:

Undergraduate:

1. Program Coordinator/Chair
2. Arts/Science/Sobey Curriculum Committee Chair
 - a. Arts/Science/Sobey Curriculum Committee FYI All
3. Arts/Science/Sobey Faculty Executive Chair
 - a. Arts/Science/Sobey Faculty Executive FYI All
4. Arts/Science/Sobey Faculty Council Chair
 - a. Arts/Science/Sobey Faculty Council FYI All
5. University Curriculum Committee Chair
 - a. University Curriculum Committee FYI All
 - b. Senate FYI All after Curriculum approval
6. Senate Approval
7. Registrar

Graduate:

1. Program Coordinator/Chair
2. Arts/Science/Sobey Curriculum Committee Chair
 - a. Arts/Science/Sobey Curriculum Committee FYI All
3. Arts/Science Faculty Executive; Sobey Faculty Executive Chair
 - a. Arts/Science/Sobey Faculty Executive FYI All
4. Arts/Science/Sobey Faculty Council Chair
 - a. Arts/Science/Sobey Faculty Council FYI All
5. FGSR Faculty Executive
6. FGSR Faculty Executive Chair
7. FGSR Graduate Studies Committee
8. FGSR Graduate Studies Committee Chair
9. University Curriculum Committee Chair
 - a. University Curriculum Committee FYI All
 - b. Senate FYI All after Curriculum approval
10. Senate Approval
11. Registrar

Step 4.8:

- Refer to the [Generic Terms of Reference for External Consultants](#) and accompanying Consultant Evaluation Checklist (found on the [Program Development Webpage](#)) to be sent to reviewers. Consult the Manager, Academic Program Development and Review for further details and clarification.
- As of March 8, 2022, MPHEC no longer requires external reviews for Modifications, Certificate, and Diploma program proposals. However, an external review or letters of support are always beneficial to support the process if time allows.