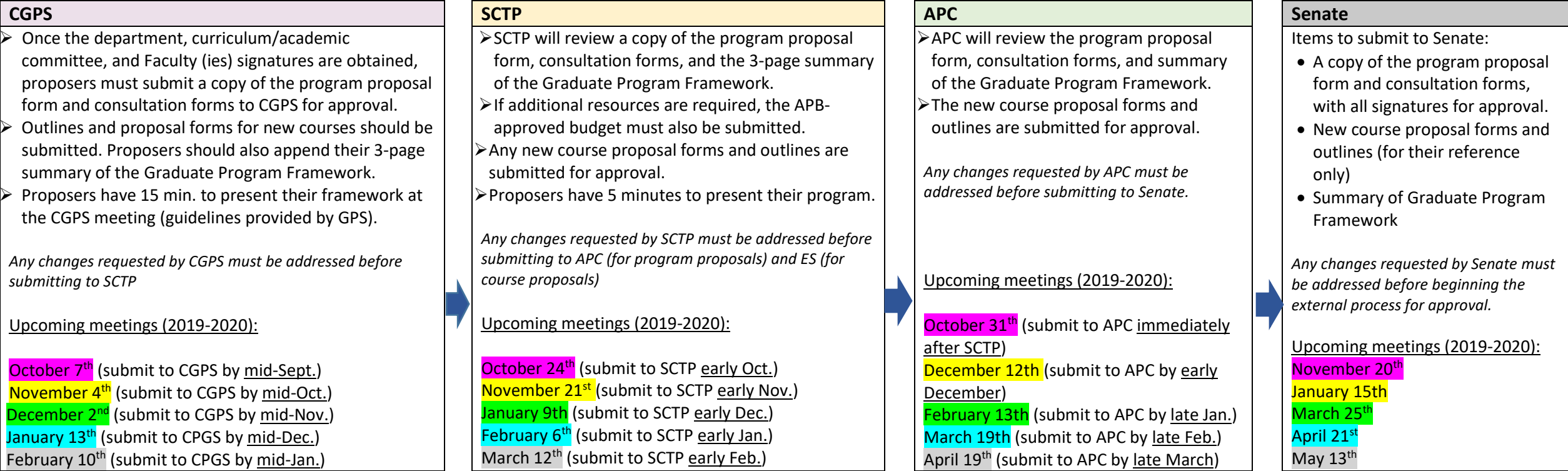


This document illustrates various steps and processes (internal, external) that are required to ensure the successful development and approval of new graduate programs at McGill. The internal approval process for a new program proposal can take 6 to 12 months. The table below highlights steps that are often carried out simultaneously as proposers prepare the required documents for obtaining internal and external approval from relevant units at McGill and from the Ministry. Proposers should aim to finalize their new program dossier by the time the program proposal is approved by the McGill Senate.

	Meetings with GPS	New program proposal form	Consultation forms	New course approvals and course outlines	New program dossier
Ongoing throughout the internal approval process	<p>Proposers should schedule meetings with the GPS Programs Team early in the process of developing their new program. They will assist proposers with the following:</p> <ul style="list-style-type: none"> ➤ Navigating the internal and external approval processes. ➤ Developing the academic aspects of the program proposal and the dossier. ➤ Ensuring that there is ongoing communication between proposers, GPS, and the Analysis, Planning and Budget Office (APB) throughout the approval process. <p>A representative from the Analysis, Planning and Budget Office (APB) will help the proposers create a business plan/budget that highlights the financial aspects of the program. The budget must be approved by APB prior to SCTP.</p>	<p>Proposers interested in developing a new Master’s or PhD program need to complete a new program proposal form. This form requires the signatures of multiple parties (see p. 3 of the form). Proposers should research the Department/Faculty/other units’ meeting dates early on to avoid delays in the approval process.</p> <p>Meeting dates (enter here)</p> <ul style="list-style-type: none"> ➤ Departmental : _____ ➤ Curriculum/Acad. Committee: _____ ➤ Faculty: _____ ➤ Other Faculties (if interfaculty program): _____ ➤ CGPS/SCTP/APC/Senate: <i>see next page</i> <p>When obtaining program approval from the department (s) and Faculty (ies), proposers will present:</p> <ul style="list-style-type: none"> ➤ The new program proposal form + consultation forms ➤ New course proposal forms with course outlines ➤ A 3-page summary of the Graduate Program Framework ➤ Other (some dept./curriculum committees might require additional information or have specific procedures): _____ <p>Proposers should check with the GPS Programs Team to ensure that their forms are complete before presenting them to any committees.</p>	<p>If the program affects other departments, proposers must acquire completed consultation forms from the relevant unit(s), or supply evidence of comments received (with names and titles of those consulted). <i>*See Guidelines for New Program Proposals</i></p> <p>While consultation forms from all involved colleagues (e.g. teaching faculty in the proposers’ department) are not required, proposers should nevertheless ensure that they have their support.</p> <p>Proposers should also consult the department finance officer for assistance with the business plan and budget.</p>	<p>A new course proposal form needs to be completed for each new course in the program. Course outlines should be developed and presented concurrently.</p> <p>Proposers should check with GPS that their forms are complete before presenting them.</p> <p>New course proposals require the approval from the department or offering Faculty, the administering Faculty, and SCTP. However, GPS encourages proposers to also submit their new course proposals and outlines to CGPS, APC, and Senate with the new program forms (for their reference only).</p>	<p>The full dossier requirements are available online.</p> <p>The dossier for the new program must be started <u>as soon as possible</u>. GPS encourages proposers to be ready to submit their final, translated dossier (in French) to the CEP by the time Senate approves the new program, and the budget plan is approved by the Provost.</p> <p>Important: In addition to writing the required sections of the dossier, proposers should consider the additional documentation they will need to complete the dossier (see Appendices).</p> <ul style="list-style-type: none"> ➤ Letters of support: All dossiers must have at least 5-7 letters of support. These come from experts in the field, prospective employers, etc. The letters should include a mix of experts from Quebec, the rest of Canada, and other countries. Two should be in French. ➤ Data: Proposers should include other types of data and documentation that support their new program (e.g. descriptions of programs, research funding, CVs).



The full copy of the dossier should be ready to begin the external process the day after Senate approves the new program proposal. The external process can take 12-24 months.

Bureau de coopération interuniversitaire (BCI)

Commission d'évaluation des projets de programme (CEP)

The full dossier is submitted to the CEP for quality evaluation. They will have additional questions that must be addressed in French by the University. The site visit follows. External reviewers will submit their report. The CEP will produce an *Avis*.

If the outcome is negative, the University can address stated concerns and resubmit the dossier. The process (submission, site visit) begins again from step 1.

If positive, the dossier can move forward to the Ministry. It has to be revised to integrate the suggestions and conditions imposed by the CEP. The University must explain how they have been integrated in the dossier in a separate document.

Ministère de l'éducation et de l'enseignement supérieur (MEES)

Comité des programmes universitaires (CPU)

The CPU will be sent the following:

- Revised Dossier
- Document detailing how the CEP's comments and conditions were integrated in the dossier
- Updated budget (with 10-year enrolment forecast, attrition rate, etc.)

The CPU will issue recommendations in an *Avis*.

If the outcome is negative, the program does not move forward.

If positive, the Ministry will send an approval letter to the Provost and PVPA. Once the approval letter is received, the University can begin recruitment and advertising for the program.