New Program Approval Timeline

University of Windsor

January submission of PDC Form A to Quality Assurance (QA) Office

(12-13 months to Quality Council submission)

[Highlighted in yellow are steps requiring AAU action]

New Program idea takes shape; obtain approval in principle from AAU and contact QA Office for guidance. Proponents submit to QA office the "New Program Notice of Intent"

Proponents complete "New Program Proposal brief – PDC Form A" and supporting documents as well as full MTCU approval form

Proponents submit the New Program Proposal Brief – PDC Form A, to QA Office, along with faculty CVs and a list of reviewer nominees.

External Reviewers Site-visit.

AAU Head's response to External Reviewers' report

July-Aug.	Sept.- Oct.	Nov.-Dec.	**January**	Feb.-March	April	**May**	June	July-August

Proponents meet with the New Program Steering Committee, establish a consultation plan and obtain Provost's approval to proceed.

QA office reviews submission and works with AAU to finalize documents. QA office invites External Reviewers (ER) and submits proposal brief and CVs to ERs min. 4 to 6 weeks in advance of the site-visit

External Reviewers submit report within 6 weeks of site-visit.

Faculty Dean's response to External Reviewers' report

Approval by Faculty Coordinating Council (late Sept./early Oct.)

Provost's Approval

Senate Approval and Submission to Quality Council and MTCU

Refer to the MTCU submission guide for the MTCU deadlines and timelines. MTCU approval is contingent upon Quality Council approval

September	October	Nov.	December	**Jan.-Feb.**	**March-April**	MTCU approval

ER recommendations addressed and revised proposal approved by AAU Council (early September)

Graduate Council Approval (for grad programs)

Approval by Senate Program Development Committee (PDC)

Quality Council Approval