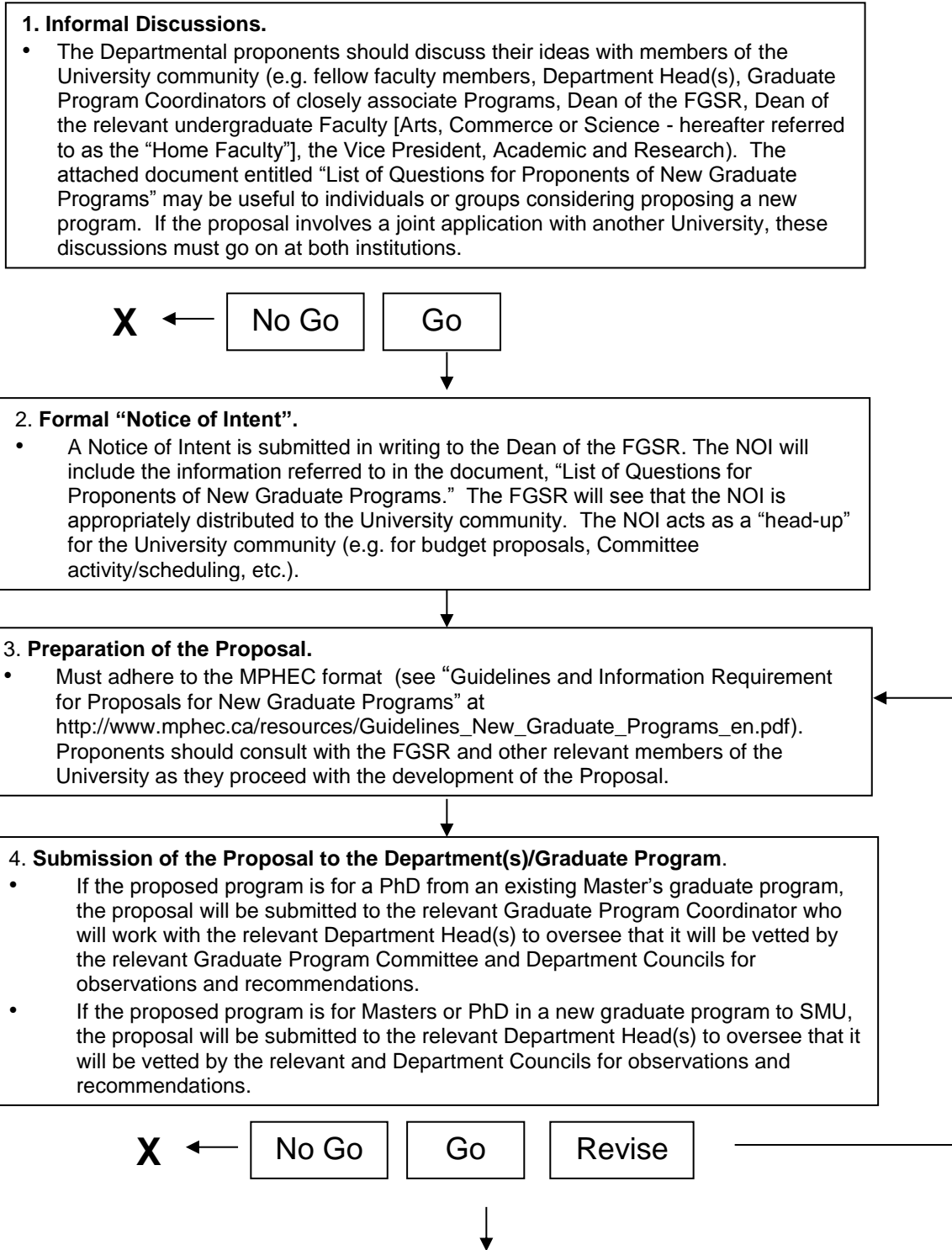


Normal Procedures for Proposing New Graduate Programs

Approved by FGSR Faculty Council – December 2005; updated February 2012 and January 2016.

See additional notes at end associated with individual



5. Submission of the Proposal to the FGSR.

- Submit an electronic copy of the proposal to the FGSR.



6. External consultant(s)/reviewer(s) is/are engaged.

- FGSR will facilitate the external review process. The proponents will have the opportunity to respond to the comments.



7. Vetting of the Proposal by the Home Faculty.

- Once the external report is received, 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 these comments will be forward to the Executive of the FGSR.



8. FGSR Dean and the Senior Director of Financial Services review the Budget

- Budgetary implications only. If revisions are required to the budget, the Dean of the FGSR will notify the Department/Graduate Program and the Home Faculty.



9. Vetting of the Proposal by the FGSR.

- The Executive/Faculty Council of the FGSR will vet the proposal and make its observations and recommendation on the proposal.
- If the recommendation is positive, the Proponents will have the opportunity to respond to comments before the proposal is sent to the Senate Academic Planning Committee

X



No Go

Go

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

- If the recommendation is positive, the Proponents will have the opportunity to respond to comments before the proposal is sent to Senate.



11. Vetting of the Proposal by Senate

- If the recommendation is positive, the Proponents will have the opportunity to make final revisions to the proposal before it is sent to the MPHEC.

X



No Go

Go



12. The Proposal is sent by the President to the MPHEC.

Additional notes associated with individual steps in the process.

Step 2: 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.

Step 3: The proposal ultimately has to be submitted in MPHEC format. It makes sense for efficiency and completeness, that the MPHEC format be used from the outset.

Step 4: Per clauses 13.1.11(a) and 13.1.60 of the Collective Agreement.

Step 6: per 7.9.b. and Appendix V of the MPHEC Quality Assurance Manual - Programme Assessment Prior to Implementation.

Steps 7 and 8: These were the procedures employed in the three most recently proposed programs: the PhD's in Astronomy, Psychology and International Development Studies.

Step 8. Per clauses 14.1.10(b) and 14.1.11(b) of the Collective Agreement.

Step 9. Per Senate By-Laws 5.1021(a), 5.1023, and 5.1024 and 4.000 (c).

List of questions for the Notice of Intent for new graduate program proposals

1. Who are the lead proponents/contacts for the proposed Program (i.e. names, affiliations and contact information)?
2. What is the name of the proposed Program and the supporting/collaborating Departments, Programs, and Institutions?
3. What is the proponents' motivation for proposing this program at this time?
4. Would the proposal meet a perceived need within the Province/the Maritime region? Would the proposal meet a perceived national need? How have these needs been assessed?
5. Would the proposed program be similar to, or have overlap with, others available within the Maritime Provinces?
6. How would the proposal help fulfill the University's Academic Plan?
7. What would be the relationship of the proposed program to other programs offered at the University (interactions, similarities, differences, relative priorities).
8. What would be the budgetary implications of the proposed Program – e.g. in personnel, facilities, graduate student support? How much of the budget would be met from within the University's finances? Would there be sources of external support for the Program?
9. How many graduate students per year would be enrolled in the Program, at the outset, in the near term (i.e. after first 3 years), and sustainably into the future?
10. Would there be there sufficient number of available and willing qualified faculty members to supervise the proposed number of students?

If the proposal will be joint or in collaboration with another University or Universities, also answer the following questions.

1. How would the Program be administered between/among the Universities?

2. What measures/procedures would be put in place for an equitable and fair distribution of students between/among the institutions?
3. What measures/procedures would be put in place for an equitable and fair distribution of teaching responsibilities?
4. What measures/procedures would be put in place for an equitable and fair distribution of costs/resource demands between/among the institutions?

It may be useful for proponents to also see the MPHEC's "Guidelines for the Preparation of Proposals for New Programmes", available at: <http://www.mphec.ca/english/propnew.html>.