

Interim Procedures for Expedited Program Approval

Part I: Determination of whether a program meets the criteria for Expedited Approval Process

1. **Formation of PWG and development of proposal:** Dean of the program area approves a Program Working Group (PWG) to develop the program and new courses or major revisions to existing courses, if needed.

The PWG must consult with academic areas potentially affected by, or with expertise on, the proposed new program.
2. **PDQA verification:** PDQA verifies that the proposal package (including budgetary analysis, as approved by Dean and Budget Office) is complete and in compliance with UFV and Ministry guidelines for approval of new programs.
3. **Faculty/College Council and Dean:** The proposal package is submitted to the Faculty/College Council and Dean for review and approval.
4. **University-wide notification:** All academic and relevant service areas are notified of the proposed program and are given five business days to respond. The purpose of the notification is to ensure that implications that the new program may have for other academic units, programs, and services are identified. Comments received and the PWG's responses are included in the proposal package.
5. **Vice-Provost and APPC approves for Expedited review:** The Dean and Budget office submit a Memo to the Vice-Provost, or delegate, explaining how the proposed program meets the criteria for expedited process as stated in Policy 21.

The Vice-Provost makes one of the following recommendations:

1. The proposed program meets the criteria for expedited process and can proceed through the rest of the expedited Pre-check process.
2. The proposed program does not meet the criteria for expedited process, therefore cannot proceed through the rest of the expedited Pre-check process.

The Vice-Provost's recommendation is submitted to the APPC chair and vice-chair for confirmation.

The Dean may appeal a recommendation not to follow the expedited process (b. above) to the APPC Expedited Review standing subcommittee, whose decision is final.¹

¹ These interim procedures negate the need for separate Expedited Program Review Subcommittee due to the amalgamation of the Senate Budget Committee and Academic Program and Priorities committee until Policy 21 is revised.

Part II: Review of Program Proposal under the Expedited Approval Process

The Board of Governors' approval of the proposed program is required and can be requested at any point after UEC Pre-check Subcommittee's review is completed.

6. **UEC Pre-check & CWC:** The proposal package is submitted to UEC Pre-check Subcommittee who reviews it prior to submission to campus-wide consultation for information. (The Pre-check Subcommittee may recommend that UEC vote on the proposal by e-mail).
 7. **UEC:** UEC will review the proposal for recommendation to APPC.
 8. **APPC:** APPC receives UEC's recommendation, and the program proposal including an analysis of the proposed program's budgetary implications for review and makes a recommendation to Senate.²
 9. **Senate:** The Senate reviews the proposal, along with the UEC and APPC recommendations, for approval.
 10. **External Approval:** If external approval is required, the Program Proposal is sent to the Office of the Provost and Vice-President, Academic for external PSIPS submission for 30 days and/or the Degree Quality Assessment Board.
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Policy 21 excerpt on the Expedited Program Approval Process

7.1 The expedited program approval process may be requested for a new undergraduate program if at least one of the following circumstances applies:

- There is funding available from an external source, with time constraints.
- There is a sudden emergent need in the community for a narrow, focused theme, and there is a funding source.
- There is a request for a partnership with a time constraint, and there is a funding source.
- There is a clearly demonstrable opportunity for revenue generation to meet a specific demand, with time constraints.
- There is an opportunity for capital or infrastructure injection, with time constraints.

In addition,

7.2 The program must be sustainable.

7.3 The program must be consistent with the strategic goals of UFV.

7.4 The program must be consistent with program priorities of UFV.

7.5 There are minimal adverse implications for other faculties, programs, and services.

² The original procedure noted that the Senate Budget Committee (SBC) could exempt specific departments from budgetary review under the expedited process. This exemption is not applicable under the newly amalgamated APPC.