

## Concept Paper: Approval Procedures and Timeline

Steps	Timeline
<p><b>Development of Concept Paper:</b> PWG develops the Concept Paper, on the approved template, in consultation with the PDQA, appropriate academic units, and the dean. PWG submits the Concept Paper to the PDQA, who verifies that it is complete before submission to faculty/college council.</p>	<p>Recommended: September-January</p>
<p><b>Faculty/college council and dean:</b> The PWG presents the Concept Paper to faculty/college council for discussion. The council assistant sends the Concept Paper to the dean for review and approval.</p>	<p>Recommended: January-February</p>
<p><b>Provost's recommendation to Academic Planning &amp; Priorities Committee (APPC):</b> Upon approval by the dean, PDQA prepares the concept paper for the Provost. The Provost, in consultation with Cabinet, assesses all Concept Papers submitted in a given academic year, prioritizes them, and prepares a report for presentation to APPC (with accompanying rationale) on Concept Papers that are:</p> <ul style="list-style-type: none"> <li>a) meritorious and supported for development with a specified timetable for implementation and start date;</li> <li>or</li> <li>b) not supported for development (with an explanation).</li> </ul>	<p>March-April</p>
<p><b>APPC:</b> APPC reviews and recommends Concept Papers to be approved for development.</p>	<p>May</p>
<p><b>Senate:</b> Senate reviews and recommends Concept Papers.</p>	<p>June</p>
<p><b>Board:</b> The <i>Program Report and Plan</i>, which includes Concept Papers, is submitted to the Board for approval. <b>Only upon approval by the Board should a Program Working Group proceed with developing the Program Proposal.</b></p>	<p>June</p>