PWG membership and duties of the PWG chair

A Program Working Group (PWG) is a formally-approved group of faculty members responsible for the development of a new program.

Once a PWG has been approved, additional members should be invited to join only with the approval of the Dean(s), and AVP, in the case of graduate programs. Revisions to a PWG may also be made by the Dean(s) responsible.

**Membership:** The PWG should consist of a minimum of three faculty members with teaching or research expertise in the subject area, normally permanent UFV faculty members. If a new program is entirely discipline-based, at least one additional member from another discipline with teaching or research expertise in the subject area or related area should be included.

In addition to the minimum requirements as stated above, consider the following in selecting members to include in a PWG:

* Size: number of people involved must be manageable to facilitate scheduling of meetings and active participation by all -- four to eight members is comfortable, twelve becomes unwieldy. Consider forming a Reference group if you wish to involve a larger number of people. (A reference group includes faculty members or others who can act as a resource for the PWG at the concept paper stage or during development of the full program proposal. The PWG chair will ensure liaison with the reference group.)
* Expertise: Members of a PWG should have relevant teaching and/or research experience and knowledge in the subject area of the new program.
* Permanent: Members should be tenured or tenure-track faculty members who have a continuing commitment to the program. Others can participate as well, such as adjunct professors who bring expertise in the subject area, at the discretion of the Dean who approves the PWG.
* Representation: in the case of an interdisciplinary program, include members who can ensure effective liaison with their respective disciplines or departments. Members of the group are responsible for ensuring their departments or disciplines are kept informed as the program is developed. The departments or disciplines are not required to approve the emerging new curriculum, but should be aware of it. In the case of both interdisciplinary and disciplinary-based programs, areas that offer service courses to the new program or that can have an interest in the program should be consulted, but not necessarily included as members of the PWG.
* Team work: all members should be willing to work together in a respectful, collaborative and professional manner, make themselves available for meetings, and contribute to the tasks to be accomplished.

The faculty participating in a PWG will normally play a key role in delivering and/or administering the program.

**Duties of the Chair:**

* The Chair will be responsible for working with the Program Development and Quality Assurance office (PDQA) to ensure that development proceeds at a reasonable pace and report to the Dean(s) on progress of the group
* During the internal review process, represent the PWG at committee meetings, or delegate this responsibility to another member of the PWG; work with PDQA and PWG to address feedback and make necessary changes as a result of review.