

Fast Track LOI Process for New Programs

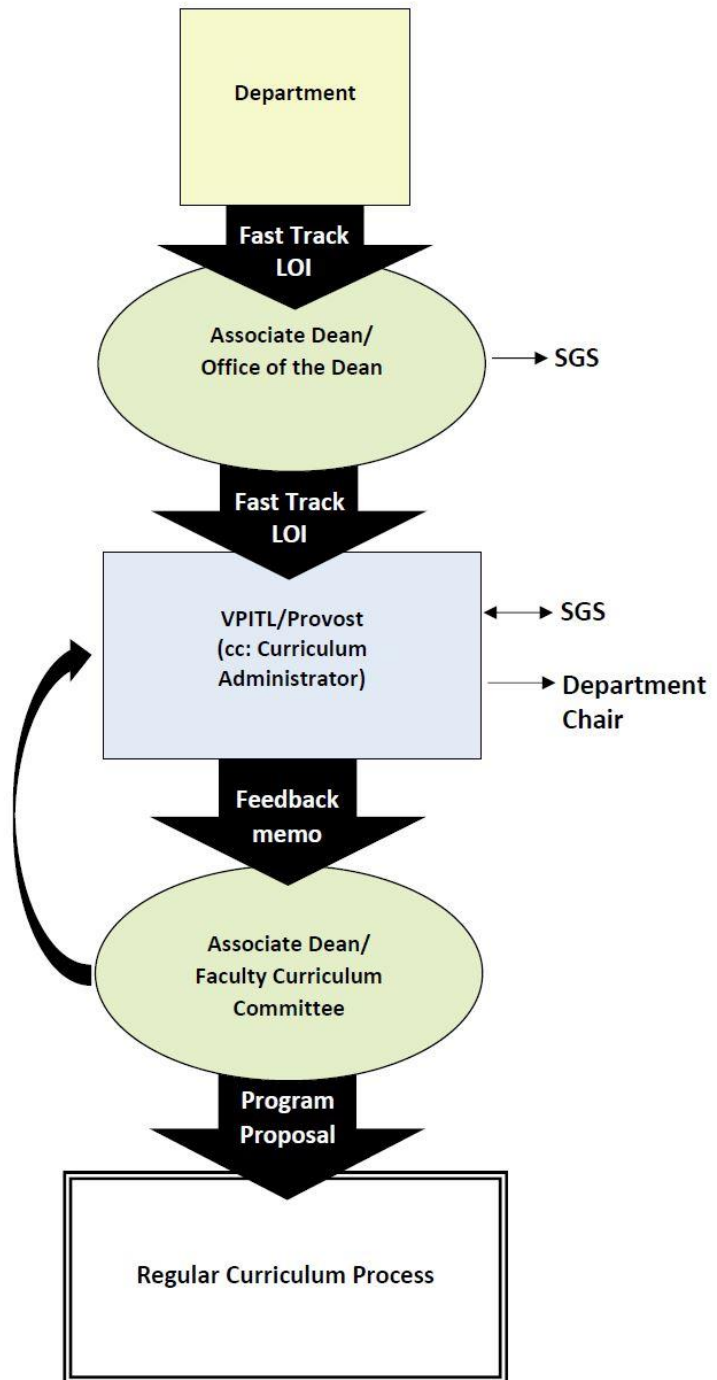
- 1 i) The **Department** completes and approves the LOI using the fast track template.
ii) The **Department** submits the LOI to the **Office of the Dean** for approval.

- 2 With the support of the **Office of the Dean**, the **Associate Dean** submits the proposal to the **VPITL**, with cc to the **Curriculum Administrator** and **SGS** if graduate level.

- 3 i) The **VPITL** consults with **SGS** if graduate level.
ii) The **VPITL (on behalf of Provost)** provides memo with feedback indicating approval, the need for modifications, or refusal to the **Associate Dean**, with cc to the **Department Chair** and others where appropriate.

- 4 i) Following approval of the **Provost**, the **Associate Dean** submits the program proposal to the **Faculty Curriculum Committee** for approval.
ii) If the **Faculty Curriculum Committee** requires changes that have significant curricular modifications or resource implications, the proposal should return to the **VPITL** for consultation with the **Provost**.

- 5 With all approvals in place, the proposal follows the **Regular Curriculum Process**.



Principles:

1. Conversations about the development of any program, whether fast track or regular, must involve the Associate Dean and/or Dean at its earliest stage to ensure alignment with Faculty priorities. This conversation should begin the process.
2. Development of graduate programs through this process should be done in close consultation with the School of Graduate Studies as early as possible.
3. Approval at any stage does not guarantee approval at the next. Any committee may reject proposals, make alternate recommendations, etc. Proposals without signed documentation by all parties will not come before APC.