**LETTER OF INTENT (LOI) TEMPLATE   
FOR NEW PROGRAMS – REGULAR PROCESS**

Letters of Intent for a Program Proposal will be considered by the Provost when the program meets an academic, strategic and/or societal need. The following elements will be considered during review:

* Demonstrates innovation in content focus, program design and its teaching/course delivery methods;
* Has the promise to be financially sustainable;
* Contribute to the *strategic* growth or revitalization of a unit, the university, and/or society at large.

Letters of Intent may not be approved if:

* sufficient student demand has not been demonstrated;
* the LOI comes from a unit that has too many programs or has too many new curricular initiatives happening at once, without sufficient explanation as to how additional programs and unit growth will be managed;
* there is sufficient doubt of the financial viability of the program;
* the program seems poorly structured; or,
* fails to provide enough innovation in its delivery and teaching methods.

GENERAL INFORMATION

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| **Name of Proposed Program and Nomenclature:** |  |
| **Hosting unit(s):** |  |
| **Proposed Start Date:** |  |
| **Prepared by:** |  |
| **Dean Signature(s):** |  |
| **Date:** |  |

PROPOSED PROGRAM INFORMATION

1. **Program Description (max 2 pages):**
   1. Provide a brief description of the program and its rationale.
   2. Describe the special, innovative or distinguishing features (for example: ties to future skills development, online/flipped components, experiential learning opportunities, flexibility in design through stacked certificates, etc).
   3. Recognizing that it is early in program design, please identify desired program outcomes.
   4. Describe the target audience of the program (who will be interested in the program).
2. **Institutional Fit (max .5 page):** Provide an explanation of how the proposed program fits within the Faculty and University at large (for example: how will this program fit with others at the university).
3. **Program Alignment within Unit (max 1.5 page)**: Please provide a rationale for how the program aligns with your unit. List the existing programs in your unit and indicate how the new program will impact on these programs. Indicate what, if any, programs or courses will be closed in its place, or how programs will be consolidated or re-packaged (for instance, why is a new program necessary, rather than revising an existing program?).

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|  | Program Area of Growth (an area of expansion) |
|  | Program Area of Strength (capitalizes on existing strengths) |

1. **Consultation (max 1 page):**
   1. Describe the consultation processes that have been undertaken (or will be) with potentially affected academic units and/or other stakeholders.
   2. Describe the impact the new program will have on other, existing programs.
   3. Describe what future collaborations will be necessary (for example: with community groups, corporations, etc if experiential learning is planned, or with other departments).
   4. If this is a graduate program, describe what consultations have been undertaken with the School of Graduate Studies.
2. **Demand and Societal Need (max 1.5 pages)[[1]](#footnote-1)**:
   1. Describe how this program will address current or future societal needs, emerging trends in research and/or higher education.
   2. Describe the type of students the program is expected to attract (e.g., mix of local, international, lifelong learners, etc).
   3. Provide a rationale for how there is student interest in, demand for and capacity to support the program (for example: feeder programs at other institutions like cégeps or within Concordia; data indicating hiring trends or areas of growth in industries; data indicating the emergence of an important research field).
3. **Resources and Budget:** At this preliminary stage, provide any already-known financial and human resources (e.g., faculty, staff, technicians) that will be required to launch this program. Additionally, if lecture, studio, lab or specialized space requirements are needed to sustain the program, please indicate. A complete budget will be required at a later date.

1. The Office of Institutional Planning and Analysis should be consulted. Other possible data points also include: labour market data supplied by the provincial and federal governments, and other reports that reference future job skills that are in demand. The Office of the Vice-Provost, Innovation in Teaching and Learning also may be to also provide more refined data. [↑](#footnote-ref-1)