**Faculty Proposal Checklist (Undergraduate Programs) - Ministry-Approved[[1]](#footnote-1) Credentials**

Proposal Type

|  |  |  |
| --- | --- | --- |
| New Program | New First-Level Specialization | Name Change |
| Load Change | Suspension | Termination |
| Other (please describe): | | |

Faculty / Department:

Program / Diploma / Certificate Name:

First-Level Specialization Name (if applicable):

Steps – in order:

* Proponents of program obtain approval to proceed with proposal from Faculty Dean and Associate Dean
* Proponents or proponent’s Faculty Associate Dean meets with Provost’s Office (PO) – Portfolio Initiatives Manager to discuss the proposal
* PO to advise which template(s) to use
* Proponents meet with the Vice-Provost (Indigenous Programming & Research) to consult on the proposal
* While developing their proposal, Faculty should consult with:
  + Director, Academic Budget & Planning
  + Registrar’s Office (Calendar, etc.)
* Faculty completes template and forwards to PO for review
* PO provides feedback; Faculty finalizes template and supporting materials
* Faculty forwards finalized documents to PO for inclusion on an upcoming Program Support Team agenda
* Governance approval – the governance pathway will differ depending on the type of proposal; some proposals will also need to go to the Registrar’s Advisory Committee on Fee (RACF). Please check with [University Governance](https://www.ualberta.ca/governance/contact-us/index.html) on governance routing.
* PO submits the proposal to the Ministry for review and approval
  + PO will act as the point of contact for Ministry feedback and Faculty responses as required
* Government approval will be forwarded to the PO
* PO will notify Faculty upon approval

1. For more information, please visit <https://www.ualberta.ca/provost/policies-and-procedures/academic-programs.html> [↑](#footnote-ref-1)