Program Working Group Approval Form - Undergraduate

**Instructions:**

**For Faculty:** fill out this form and present to the dean(s) who will have administrative responsibility over the program. *In the case that a program draws resources from more than one Faculty/College beyond the provision of service courses, the Deans involved will decide who will assume administrative responsibility for the program and whether administrative responsibility will be shared by more than one Faculty/College.*

**For Deans:** Summit to the Program Development and Quality Assurance office when signed.

See next pages for information about PWG membership and duties of the PWG chair

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| **Proposed Program** |  | **Faculty(ies)** |  |

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| **Program Working Group (PWG) Membership** | |
| **Faculty Name** | **Credential and Relevant Expertise (Teaching and/or Research)** |
| **PWG Chair:** |  |
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**Dean(s) Approval:**

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Dean(s) signature Date

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Dean(s) signature Date  
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 the membership of a PWG has been approved by the Dean(s), additional members should be invited to join only with the approval of the Dean(s). Revisions to the membership of a PWG may also be made by the Dean(s) responsible. The Program Development and Quality Assurance office (PDQA) must be informed of any changes in the membership of a PWG.

**Membership:** The PWG should include at least three faculty members with permanent appointments who have teaching or research expertise in the subject area. Faculty members with other forms of appointments (e.g. Limited Term Appointment [LTA], sessional, adjunct) may be included in the PWG membership, but at least three of the faculty members on the committee should have permanent appointments. If a new program is entirely discipline-based, the PWG should include at least one additional faculty member from another discipline, with that individual having teaching or research expertise in the subject area or a related area.

The Dean(s) (and the AVP in the case of graduate programs) may also form a Reference group to assist the PWG in its work. A Reference group includes faculty members or others who can act as a resource for the PWG while it develops the concept paper, or while the program proposal goes through the approval process. The PWG Chair acts as the liaison with the Reference group.

In addition to these minimum requirements, Deans and programs should consider the following factors in selecting PWG members:

* **Size**. The number of people involved in the PWG must be manageable to facilitate scheduling of meetings and active participation by all. Four to eight members is a comfortable size. Consider forming a Reference group if you wish to involve a larger number of people.
* **Expertise**. Members of a PWG should have relevant teaching and/or research experience and knowledge in the subject area of the new program. The permanent faculty members participating in a PWG will normally play a key role in delivering and/or administering the new program.
* **Continuity**. At least three PWG members should be tenured or tenure-track faculty members who have a continuing commitment to the department or area which will offer the proposed program. At the discretion of the Dean, other faculty members, such as adjunct professors, sessional instructors, or instructors with Limited Term Appointments (LTAs) with expertise in the relevant subject area may also participate in the PWG.
* **Representation**. If the proposed new program is interdisciplinary, the PWG should include members who can be effective liaisons with their respective disciplines or departments. PWG members are responsible for ensuring the departments or disciplines they represent 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. For both interdisciplinary and disciplinary-based programs, areas that offer service courses to the new program or that may have an interest in the program should be consulted during the program development process, but representatives from those areas are not necessarily included on the PWG.
* **Team work**. All PWG members should be willing to work together in a respectful, collaborative and professional manner; to make themselves available for meetings; and to contribute to the tasks to be accomplished in the program development and approval process.

**Duties of the PWG Chair:**

* The Chair will be responsible for working with the PDQA office to ensure that program development proceeds at a reasonable pace, and for reporting to the Dean(s) on the progress of the proposal.
* During the internal review and approval process, the chair or another PWG member will represent the PWG at all committee meetings where the proposal is discussed (e.g. Faculty Council, Undergraduate Education Committee, Senate Budget Committee, Academic Priorities & Planning Committee, and Senate).
* The Chair and the PWG are responsible for ensuring that changes or revisions to the proposal requested during the approval process are incorporated into the program proposal in a timely manner. The PDQA office will support the PWG in this work.