Fast Track LOI Process for New Programs

**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.

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1. The Department completes and approves the LOI using the fast track template.  
   - 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. The VPITL consults with SGS if graduate level.  
   - 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. Following approval of the Provost, the Associate Dean submits the program proposal to the Faculty Curriculum Committee for approval.  
   - 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.