

University of Toronto

New Program Outline:

New Graduate or Undergraduate Program

New programs are initiated within academic divisions. The Office of the Dean of the academic division submits the initial proposal outline, utilizing the institutional template, which addresses academic rationale, distinguishing features and resource considerations, including proposed enrolment and proposed tuition, and whether the proposed program will be cost-recovery. The Office of the Vice-Provost, Academic Programs is responsible for providing feedback regarding the program including input from the Offices of the Provost and other Vice-Provosts, and other shared service offices as appropriate. (See [UTQAP 2.4.1](https://www.vpacademic.utoronto.ca/wp-content/uploads/sites/225/2023/03/utqap-2023.pdf#page=16).)

# Nature of Program

* What is being proposed (program and degree name):
* Division and unit:
* Professional or research-stream program:
* Course or thesis based:
* Tuition fee rates (e.g., normal or special)
* Provincial grant eligible, or self-funded by unit:
* Program length:

# Date of Admission of First Cohort and Enrolment

* Anticipated start date
* Approximate ratio of domestic and international enrolment

Respond here.

Please insert anticipated enrolment in the table below.

Table 1: Enrolment Projections\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Year of Study | Insert Academic Year | Insert Academic Year | Insert Academic Year | Insert Academic Year | Insert Academic Year | Insert Academic Year | Insert Academic Year |
| Year 1 | # of students |  |  |  |  |  |  |
| Year 2 (if relevant) |  |  |  |  |  |  |  |
| Year 3 (if relevant) |  |  |  |  |  |  |  |
| Year 4 (if relevant) |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

\*Please note when the program expects to reach steady state. You may want to consider adjusting upper year estimates to account for attrition (i.e., apply retention rates).

# Academic Rationale, Program Objectives and Program Design

* List the new program’s [objectives](https://utoronto.sharepoint.com/sites/dvpp/vpap/SitePages/UTQAP-Guidance.aspx#what-are-program-objectives).
* Provide preliminary program requirements, including any ideas about how you might structure the program.
* Provide a brief a rationale for why you feel this program should exist, its relationship to currently existing programs or activities and relationship to evolving discipline (i.e., why is this the right time, the right place).

Respond here.

# Need and Demand

* Based on your early assessment of need and demand, discuss evidence that graduates of the program are needed in specifically identified fields (e.g., within academic, public and or private sectors), and include at least three occupations that graduates may be employed in. [VPAP has developed an approach to assessing labour market demand](https://utoronto.sharepoint.com/sites/dvpp/vpap/SitePages/UTQAP-Guidance.aspx#assessing-labour-market-demand-for-new-programs-and-microcredentials) that can help you start this.
* Discuss and provide evidence of student demand.

Respond here.

# Comparators

In the table below, provide a short environment scan of similar programs at U of T (at least two of the closest comparators) and in other Ontario universities. The list of programs need not be exhaustive. Focus on the top comparators (Ontario/Canadian universities and international peers).

Table 2: Comparators

| Institution and Unit  | Degree and Program (including URL) | Domestic Tuition (Annual Fee) | Program Description | Differences Between This Program and What is Proposed |
| --- | --- | --- | --- | --- |
| U of T Comparators |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Ontario Comparators |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| International Comparators |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Distinguishing Features

* Is there anything distinctive about the structure, delivery or curriculum of this program that should be discussed (e.g., experiential learning)?

Respond here.

# Faculty Resources

* In this section, please explicitly detail the impact of this new program on the current faculty complement:
	+ - Is there sufficient existing faculty capacity to support the new program.
		- How will the new program be situated within the framework of the unit’s workload policy.
* Will this require new faculty positions; if so, please include these details (e.g., search year, stream, rank, etc.).
* Complete the table below with the faculty members associated with the new program. Please ensure all columns for each entry are fill out.

Respond here.

Table 3: Faculty Complement (please list alphabetically by category)

| Name | Unit of Primary Budgetary Appt and % | Unit of Other Budgetary Appt and % (if applicable) | Graduate Faculty Membership Status and Graduate Unit(e.g., EEB, Associate member) | Commitment to Other Programs(Please list other programs in which the person routinely teaches/ supervises.) | Nature of Contribution to This Program (Course instructor [CI], thesis supervision [TS], clinical or practice supervisor [C/PS]. Please list the courses each member will teach.) |
| --- | --- | --- | --- | --- | --- |
| Tenure Stream: Professor |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tenure Stream: Associate Professor |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tenure Stream: Assistant Professor |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tenure Stream: Assistant Professor (Conditional) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Continuing Stream Teaching Stream: Professor, Teaching Stream |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Continuing Stream Teaching Stream: Associate Professor, Teaching Stream |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Continuing Stream Teaching Stream: Assistant Professor, Teaching Stream |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Continuing Stream Teaching Stream: Assistant Professor, Teaching Stream (Conditional) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Teaching Stream (CLTA, Part-Time) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Non-Tenure Stream (CLTA, Part-Time) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Sessional Lecturer |
|  |  |  |  |  |  |
| Others (please specify, i.e., adjunct, status only, clinical faculty, visiting or other as per U of T definitions) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Consultation

* Discuss the consultation so far with internal (faculty, students, cognate units, etc.) and external stakeholders (alumni, community, professional organizations, etc.).

Respond here.

# Space

* Discuss space requirements for the program (e.g., classroom, labs, administration, etc), with a particular focus on identifying any likely new requirements.
* Please identify any new capital requirements and what approvals they have received to-date.

Respond here.

# Cost/Budget

* Please discuss budget implications of the proposal, including any related to staffing, including new faculty hires, administration, admissions, student financial support, student academic supports, equipment, library and so forth.

Respond here.