



## PROCEDURES

Policy Name	<b>Academic Authorities Grid</b>		
Policy #	<b>101</b>	Category	<b>Academic</b>
Policy Sponsor	<b>Associate Vice President, Learning and Teaching</b>	Previous Revision Date	<b>July 1, 2021</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>September 7, 2023</b>
Procedures Approved by	<b>Provost &amp; Vice-President, Academic</b>	Review Date	<b>September 2028</b>

See the related [POLICY](#).

### DEFINITIONS

**Approve:** to decide on a course of action, often based on recommendation and endorsement by other persons or bodies, and enable its enactment or implementation.

**Endorse:** to formally state support for a recommended course of action and to support approval of it by another person or body.

**Notify:** to be advised of a course of action as approved, endorsed or recommended by other persons or bodies, but without responsibility for further consideration.

**Program:** A program is a defined set of credit courses and other requirements leading to a credential in a specific field of study. Definitions and requirements of credentials are contained in the Credential Qualification Framework.

**Recommend:** to suggest or advise a course of action to another person or body for further consideration.

### PROCEDURES

1. The academic authorities' grid reflects the internal academic decision-making process at Saskatchewan Polytechnic. It identifies the minimum level of authority required to approve any academic changes.
2. Upon approval of Saskatchewan Polytechnic's multi-year business plan, program areas will work with their school's program development consultant and the registrar in the development of implementation proposals for new programs, and revision documentation to existing programs targeted for major review.

3. All proposals will use the templates and documentation as outlined in the most recent Saskatchewan Polytechnic Program Operating Procedures Manual.
4. Implementation and development of new programs will not commence until all requisite approvals have occurred per identified levels in the grid.
5. Minor revisions to a program or to program courses within an academic year must not, in total, constitute a major revision; otherwise documentation and approval at the major revision level will be required.
6. Proposals and recommendations must receive endorsement from identified levels in the grid before proceeding to the approval level.
7. Each level in the grid is responsible for communicating the results of the deliberations/decisions to the previous level.
8. The Office of the Provost and Vice President, Academic will communicate all program decisions through the minutes of academic council and senior academic leadership team (SALT) meetings.
9. The Office of the Provost and Vice President, Academic will provide final internal review and be responsible for forwarding documentation for external approvals, as well as maintaining the records of proposed and approved programs.

SASKATCHEWAN POLYTECHNIC ACADEMIC AUTHORITIES GRID

The following authorizations are required to implement, revise, and delete credit programs

LEVEL OF AUTHORITY	School		Academic			Institutional
E = endorse A = approve N = notify	Associate Dean	Dean	Provost & Academic	Academic Council	SALT	SLC <sup>1</sup> President
<b>ESTABLISHING SCHOOL OF PROGRAM</b>						
Assignment or change of school for program(s)		E	E		A	N
<b>NEW PROGRAM IMPLEMENTATION</b>						
Concept paper for proposed program	-	E	A	-	-	-
Feasibility study <sup>2</sup>	-	E	E	-	E	A
Implementation proposal (categories deleted)	-	E	-	E	-	A
<b>EXISTING PROGRAM REVISION</b>						
<b>Major Revision</b>						
-Add, delete, or change credential -Change program title -Revise program based on program renewal and/or alignment -Change program length (≥ one term or 25%) -Change course learning outcomes in shared course(s) including more than one Dean -Change curriculum content (≥ 25% of program) <sup>2</sup> -Change admission requirements -Degree program changes	-	E	E	A	-	N
<b>Minor Revision to Program (Academic)</b>						
-Change program length (<one term) -Change curriculum content (<25% of program) <sup>3</sup> -Add or remove course(s) from program -Change admission requirement notes	E	A	-	N	-	-
<b>LEVEL OF AUTHORITY</b>						
E = endorse A = approve N = notify	Associate Dean	Dean	Provost & VP, Academic	Academic Council	SALT	SLC <sup>1</sup> President
<b>Minor Revision to Program (Non-Academic)</b>						
Changes to Degree category, 2021 -Add or delete Sask Polytech location (base programs) -Add, delete, or change annual capacity at Sask Polytech location or off-campus delivery site (base programs) -Change application point to program	E	A	-	-	N	-
<b>Minor Revision to Course</b>						

Commented [MM1]: Does the Associate Dean and the Academic Council need dashes for row for consistency?

-Change course title or course code -Change pre/co/concurrent requisites -Change course description -Change semester offering of course -Change course grade mode -Add, delete, or change course delivery mode -Change course learning outcomes (<25% of LOs in course) in single-program, single school courses, or single Dean portfolio -Add, delete or change Arts & Sciences courses (A&S initiated change)	A	N	-	-	-	-
<b>PROGRAM SUSPENSION, DELETION, REINSTATEMENT</b>						
-Suspension, reinstatement or deletion of program	-	E	E	-	E	A

Note 1: Senior Leadership Council (SLC).

Note 2: In addition to approvals noted here, new program implementation is also subject to external approvals by the Ministry of Advanced Education and degree authorization.

Note 3: Change in curriculum content, for the purposes of the Academic Authorities grid, is defined as curriculum that is new or different in meaning or intent from what currently exists and that will result in a change in the knowledge, skills, and abilities a graduate will have. It does not mean changes in learning outcomes that better define the expectations of learning nor technical resources (software or equipment) that aid in the achievement of outcomes.