

How to Develop Your New Program

Write Proposals for Critical Peer Review

The purpose of this "How To" is to help you prepare proposal documents that meet internal and external reviewer standards and expectations. Proposal templates are available on the [Academic Planning and Quality Assurance website](#).

Writing for a Straightforward Review and Approval

Writing proposals can be like renovating a kitchen: It takes longer than you think, it is messy, and it can uncover other structural problems. Try for the best draft possible but be prepared for some rewriting or additional research. Remember, you are an expert in your field while many proposal reviewers may not be. To ensure your written proposal speaks to all reviewers keep the following points in mind:

- Address all questions in the required proposal information. If answers are not applicable or not available, indicate this in the proposal.
- Avoid excessive adjectives. For example, be mindful that claims such as there is "*high* demand" and "*broad* support" for this program must be supported by concrete evidence.
- Use conventional curriculum and industry terminology.
- Use full names followed by abbreviations, e.g., International Association for Left-Handed Cellists (IALHC), when you introduce a new organization for the first time.
- Use correct reference styles for journals, articles, websites, and other secondary source materials. The APA style (American Psychological Association) is best for citations.
- Never assume that readers will read between the lines: If it isn't "on the page," it does not exist in a reader's mind. This is a common complaint of review panels!
- Have a trusted program assistant, partner, or other disinterested party read the proposal and ask specific questions to check for understanding. If something is unclear to them, it may be unclear to formal readers.
- The Learning and Teaching Centre has skilled technical editors who can help you polish your final proposal. The Instructional Development Consultant (IDC) on your School Working Group will coordinate any needed editing on your proposal.

Provincial Peer Review

Certain new proposals must be submitted to the province-wide ministry website for peer review and comment by other BC post-secondary institutions. Check the [Policy/Procedures 5401](#) for details. The Office of the VP Academic coordinates the flow of documents to and from all parties in the process. Final documents and appendices are to be created in the latest version of MS Word. Documents required for Provincial Peer Review will be converted to .pdf files for posting to the provincial website. The website is secure.

Proposals remain on the Ministry website for 30 days. Peer comments are received by the Office of the VP Academic and forwarded to the School Dean and program champion. The Dean may convene the School Working Group to consider a response to the comments.

The School's responses to all reviewer comments must be accounted for and noted in the Development Report that accompanies the proposal through all of its review stages (the Development Report is created and maintained by the IDC assigned to the School Working Group). Specifically:

- Where a comment results in a modification to some aspect of the proposal, make the changes to the document(s) and briefly note these in the Development Report.
- Occasionally, in the opinion of the Dean and School Working Group, a reviewer's suggestions are not valid. A detailed justification for rejecting a reviewer comment should also be included in the Development Report.

The revised proposal and accompanying Development Report are submitted, once again, to the Office of the VP Academic for final approval or further transmittal.