

Senate Policy

Graduate Studies Administration

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Description:

This policy outlines the administrative structure of Graduate Studies

Approvals:

Approved by Senate Graduate Studies Committee: November 2011

Approved by Senate: December 2011

Approval Authority: Senate

Signature: Archie Graham, Senate

Policy:

Administration

Associate Vice-President, Research, and Dean, Graduate Studies:

The Associate Vice-President and Dean is responsible for the general supervision of graduate work at the university and chairs the Senate Graduate Studies Committee.

Reports to the President and consults with the Vice-President, Academic on all academic matters.

Participates in university administration through membership in President's Cabinet and Senate, and serves as a resource to the Board of Governors.

The Office of Research & Graduate Studies facilitates the operation of graduate programs as follows:

- Serves as home for all graduate programs.
- Oversees the selection of Graduate Program Directors and, with the Dean of Faculty, supervises their activities.
- Ensures that applications for admission meet university standards.
- Is responsible for overseeing the maintenance of student records on the student information system in coordination with the Office of the Registrar.

- Ensures that Graduate Studies General Policies are followed as students progress through their programs.
- Administers the establishment of criteria for, admission to, and periodic review of Graduate Faculty.
- Maintains a current file of all Ontario Council on Graduate Studies (OCGS) format curriculum vitae of Graduate faculty.
- Advises on and administers the development and approval of new graduate programs, and serves as a liaison with the Quality Council.
- Advises on and administers the periodic review of graduate programs by the Quality Council.
- In coordination with the Student Financial Aid Office, organizes competitions for all internal and most external merit-based awards; keeps records and administers payments; liaises with national and provincial granting agencies.
- Facilitates the resolution of individual and program issues among students, faculty members, and graduate programs.

Graduate Program Directors:

Each graduate program is chaired by a tenured or tenure-track faculty member affiliated with the program. Graduate Program Directors are appointed by the Associate Vice-President, Research, & Dean, Graduate Studies on the recommendation of the Dean of Faculty or, for interdisciplinary programs, the Deans of Faculties in which the program is taught.

Committees:

The committees responsible for the supervision of graduate students are the Supervisory Committee, the Graduate Program Committee, and the Senate Graduate Studies Committee. The functions of these committees in relation to individual students are as follows:

Supervisory Committee: The student's Supervisory Committee helps the student define and develop a program of study, research, and thesis/Major Research Paper/Project (MRP) and/or final exhibition, and reports on the student's progress to the Graduate Program Committee. The Supervisory Committee is chaired by the student's Principal Advisor and forms part of the student's final examination committee. (Cf. Graduate Studies General Policies, Section 6: Supervision, for further details.)

Graduate Program Committee: Each Graduate Program Committee is chaired by its Graduate Program Director. Committees normally consist of a minimum of five graduate faculty members associated with that

particular program, including the Graduate Program Director, and up to two students. Students are not to be present during the discussion of scholarship allocation and the review of student progress.

- Roles and Responsibilities: The committee is responsible for admissions decisions; scholarship allocation (when applicable); reviewing student progress; curriculum development; and providing advice to the Graduate Program Director on matters related to the graduate program. On the advice of the Graduate Program Director, the committee may form sub-committees to address specific elements of its mandate. Committee members must attend regularly scheduled meetings of the committee. Members must maintain the confidentiality of all proceedings.
- Terms of Appointment: Graduate Program Committees are normally appointed for a period of up to three years, based on the academic year (July 1 to June 30). Appointments are renewable. The Graduate Program Director is responsible for recommending to the Associate Vice-President, Research, and Dean, Graduate Studies, as well as to the Dean of Faculty (or Faculties in the case of inter-Faculty programs) the names of individuals and their terms. The Associate Vice-President, Research, and Dean, Graduate Studies will forward letters of appointment to individuals selected. Committee membership is public and will be published in the Graduate Student Handbook.

Senate Committee on Graduate Studies: This committee has the final authority on admissions and the administration of regulations concerning graduate work.