

GRADUATE PROGRAM COMMITTEE TERMS OF REFERENCE – September 2006Purpose

The purpose of the Graduate Program Committee is to advise on the structure and content of all graduate programs in the Faculty, including issues relating to graduate admission requirements, graduate program requirements, and graduate curriculum.

Membership and Conduct of Meetings

1. The committee consists of four voting members elected by Faculty Council who are also members of the Faculty of Graduate Studies and Research and who broadly represent the academic areas of the Faculty and the Associate Dean and Director of the Kenneth Levene Graduate School of Business (ex-officio). Committee members serve for a one-year term, beginning in September. Quorum is three voting members. In the case of a tie vote, the chair of the committee will cast the deciding vote.
2. The chair of the committee is the Associate Dean and Director of the Kenneth Levene Graduate School of Business. Meetings are at the call of the chair.
3. Any member of the Faculty may make arrangements with the committee chair to participate in committee meetings.
4. Notice of meetings is normally circulated to all committee members at least seven days in advance.
5. Minutes of meetings are the responsibility of the chair and are made available to Faculty members through the Dean's Office.

Duties and Responsibilities

The committee has general responsibility for the structure and content of all graduate programs in the Faculty. The committee's responsibilities include:

1. Reviewing submissions from members of the Faculty regarding proposed revisions to graduate programs.
2. Initiating reviews of the Faculty's graduate programs or portions thereof.
3. Coordinating with the curriculum bodies of other academic units including the Faculty of Graduate Studies & Research for the purpose of monitoring changes that have an impact on the Faculty's graduate programs.

The committee will make recommendations to Faculty Council on the following matters:

1. Graduate curriculum and program revisions.
2. Admission requirements of graduate programs of the Faculty.
3. Policies concerning graduate student academic performance requirements.
4. Scholarships to be awarded to graduate students.
5. Terms of reference for new graduate scholarships.
6. Revisions to the Graduate Program Committee's terms of reference, as necessary. Terms of reference are reviewed at least bi-annually and revisions developed as required, in consultation with the Associate Dean, Research and Academic.

The committee will vet the process for recommendations from the Faculty of Business Administration to the Faculty of Graduate Studies and Research regarding admissions.