

## Graduate Studies Committee Terms of Reference

### RESPONSIBILITIES

1. Advise Senate on all matters related to graduate educational programs of the university within Senate's jurisdiction.
2. Advise Senate on policies, procedures, criteria, residency, and other requirements for the admission, evaluation, withdrawal, and promotion of graduate students.
3. Advise Senate on the criteria for awarding graduate certificates, diplomas, and degrees.
4. Advise Senate on policies and procedures for review and approval of new and existing graduate programs, or other graduate curricular changes, and approve graduate curricular matters as delegated by Senate to the Graduate Studies Committee.
5. Advise the Academic Planning and Priorities Committee, on proposals for new graduate courses and programs or graduate curricular changes that require Senate approval and inform the Budget Committee on matters related to programs.
6. Verify that new graduate degree program proposals effectively meet degree quality standards and quality curriculum principles.
7. Make recommendations to Senate on the resolution of disputes between departments and other academic divisions related to graduate course and program development, and delivery.
8. Advise Senate on the credentials and experience required of graduate program faculty members.
9. Submit to Senate an annual report of the changes in graduate education at UFV.
10. Establish such subcommittees as needed to fulfill the committee's responsibilities.
11. Other duties as assigned by Senate.
12. Conduct an annual review of its terms of reference and membership composition for approval by Senate.

### COMPOSITION

#### Chair

- A voting faculty member of the committee, nominated by the committee and approved by Senate

#### Vice-Chair

- A voting member of the committee, nominated and approved by the committee

#### Voting Members

- Seven faculty members, approved by Senate, at least one of whom shall be a member of Senate\*

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\* Normally, there shall be at least one member from each of the faculties selected to ensure that the composition of the committee reflects the diversity of disciplines at the university. Preference will be given to those with experience in graduate studies.

- One Dean or associate dean approved by Senate†
- One staff member approved by Senate
- Two graduate students approved by Senate
- Associate Vice-President, Research, Engagement & Graduate Studies (ex officio)
- University Librarian (or designated librarian†) (ex officio)

**Ex Officio Non-Voting Members**

- Provost & Vice-President, Academic (or designate)
- University Secretary (or designate)
- Registrar & AVP, Enrolment Management (or designate)
- Associate Director, Program Development and Quality Assurance
- One representative from each school, department, or program that offers postgraduate degrees

**Administrative Support**

- Office of the Associate Vice-President, Research, Engagement & Graduate Studies

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† Normally, the designate shall be appointed for a one-year term to ensure continuity.

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