



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.
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

- One faculty representative from each school or department, that offers graduate level credentials
- Four faculty members, approved by Senate, at least one of whom shall be a member of Senate[†]
 - One Dean or Associate Dean
 - One staff member approved by Senate
 - One graduate student approved by Senate
- Associate Vice-President, Research & 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 & Graduate Studies

*The designate is appointed for a minimum of a one-year term to ensure continuity.

[†] 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.