

**Faculty of Graduate Studies Council Executive Committee
Terms of Reference**

1. ESTABLISHMENT

The Faculty of Graduate Studies Council (FGSC) hereby establishes a standing committee called the FGSC Executive Committee (the **Committee**) and delegates to the Committee the authorities set out herein.

2. MEMBERSHIP

a) Chair

Vice Provost and Dean, Faculty of Graduate Studies (FGS) (ex-officio, voting)

b) Vice-Chair

An FGS Associate Dean (Appointed at the sole discretion of the Chair) (voting)

c) Voting Members

- i. Four academic staff members of the FGSC appointed for a three-year term by the FGSC through an election process (broad Faculty representation is preferable)
- ii. Three FGS Associate Deans
- iii. One member of the Graduate Students' Association (usually the President)

d) Non-Voting Members

- i. FGS Senior Director, Strategic Operations

3. ROLE

The Committee serves as the FGSC's primary advisory group, advising FGSC on strategic and complex issues, steering, and early-stage matters. The Committee reviews and makes recommendations to FGSC on graduate policies, regulations and credentials. The Committee also acts on behalf of, and with full authority of the FGSC, concerning matters that must be handled between regularly scheduled FGSC meetings, may be called upon to advise or act upon matters not clearly within the jurisdiction of another FGSC standing committee, and acts as the FGSC's primary appointing and nominating committee.

4. AUTHORITIES

The Committee has the specific delegated authority to act autonomously as described below, on the condition that decisions made or actions taken under this delegated authority are reported to the FGSC.

- a) Act on behalf of, and with full authority of the FGSC concerning matters that must be handled between regularly scheduled FGSC meetings;
- b) Approve the terms of reference for any group over which the FGSC has been granted or exercises authority in this regard, other than its own terms of reference;

- c) Except for positions requiring elections, carry out all appointments that fall within the FGSC authority to appoint, and formulate nominations for the FGSC elections;
- d) Review and recommend the changes to graduate programs. This authority:
 - i. Includes reviewing and recommending to the Graduate Academic Program Subcommittee (GAPS) the creation, change, suspension and/or termination of credential (program pathways/degree/certificate/diploma) specializations that do not require Ministry approval.
 - ii. Includes reviewing and recommending to FGSC the creation, suspension and/or termination of graduate credentials that require Ministry approval

5. RESPONSIBILITIES

The Committee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Committee, however, the Committee may carry out additional responsibilities and duties within its role.

In addition to exercising the delegated authorities defined in Section 4, the Committee's primary responsibilities are as follows:

- a) Advise FGSC and the FGS Dean on strategic and complex issues, steering, and early-stage matters;
- b) Consider matters taken to other FGSC standing committees where additional advice or recommendation is considered desirable, and matters that do not clearly fit within the jurisdiction of another FGSC standing committee;
- c) Review and recommend to the FGSC amendments to, or development of, graduate academic policies and regulations contained in the Academic Calendar.
- d) Review and recommend to the FGSC the creation, suspension, termination and changes to graduate programs as defined in Section 4 (d)
- e) When requested to do so, review and recommend to the FGSC any changes to the students' academic appeals process and associated documents;
- f) Review and provide input on agendas for upcoming FGSC meetings;
- g) Approve the Faculty of Graduate Studies recommendation documents (e.g., guidelines, best practices); and
- h) Such other activities and responsibilities delegated or assigned to it by the FGSC from time to time.

The Committee is also ultimately responsible for the work and responsibilities of each of its sub-committees as articulated in the terms of reference of those committees.

6. POWERS

Other than, or in the absence of, specific delegations of authority from the FGSC to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making

recommendations to the FGSC, and the FGSC standing committees, the Chair and Vice Chair.

7. MEETINGS

7.1 Quorum

A quorum for the transaction of business requiring a formal vote at any meeting of the Committee is a number equal one-half (1/2) of the voting members of the Committee appointed at the time of the meeting.

If quorum for a Committee meeting is: (a) not present within fifteen (15) minutes of the time fixed for the commencement of the meeting or (b) lost at any time during the meeting, the Committee may, by majority vote of the voting members in attendance:

1. proceed with the business of the meeting, but no voting/decision-making, other than approval of the agenda, shall take place at such meeting; or
2. adjourn the meeting

7.2 Resolutions in Writing

Resolutions in writing are only suitable for straightforward motions or where it is not feasible or practical to call a meeting of the Committee and should be used infrequently. Resolutions in writing may be circulated for approval via facsimile, electronic mail, or electronic poll.

A resolution of the Committee consented to in writing by a majority of the members entitled to vote on it, whether by signed document, facsimile, electronic mail or any other method of transmitting legibly recorded messages, shall have the same force and effect as if it had been passed at a Committee meeting duly called and held. Such resolution may be in two or more counterparts which together are deemed to constitute one resolution in writing. A resolution passed in this manner is effective on the date stated in the resolution or, if a date is not stated, on the latest date stated on any counterpart or the latest date on which the required number of affirmative votes is communicated to the Secretary.

The procedures for approval of resolutions conducted electronically are as follows:

- Resolutions will be sent to members, or members will be notified of an electronic poll, via the facsimile, e-mail address, or telephone number on file with the Secretary;
- The resolution will expire in the time set in the message; however, the Chair or the Secretary may extend the deadline once by up to a maximum of seven days;
- An affirmative vote of a majority of members who are eligible to vote is required to pass a written resolution;
- The Secretary is responsible for tallying the votes and informing the Committee of the outcome;
- Written resolutions may not be amended; however, the member who proposed the resolution may withdraw it at any time prior to receipt of the necessary approval or the expiry time, if one, or with the approval of all of the members who voted on the resolution; and
- If the resolution does not receive the required votes by the deadline (as extended, if applicable), it does not pass.