



UNIVERSITY OF
CALGARY

**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**) which delegates to the Committee the authorities set out herein.

2. MEMBERSHIP

a) Chair

Vice Provost and Dean, Faculty of Graduate Studies

b) Vice-Chair

Senior Associate Dean

c) Voting Members

Four academic staff members of FGS Council appointed for a three-year term by FGSC through an election process (broad Faculty representation is preferable)

Two FGS Associate Deans

One member of the Graduate Students' Association (usually the president)

d) Non-Voting Members

FGS Senior Director, Strategic Operations

3. ROLE

The Committee serves as the FGSC's primary advisory group, advising FGSC, and FGSC standing committees on strategic and complex issues, steering, and early stage matters. The Committee also acts on behalf of, and with full authority of 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 FGSC's primary appointment and nominating committee.

4. 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.

The Committee's primary responsibilities are as follows:

- a) Act on behalf of, and with full authority of FGSC concerning matters that must be handled between regularly scheduled FGSC meetings;
- b) Advise on strategic and complex issues, steering, and early-stage matters;
- c) 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;
- d) Approve the terms of reference for any group over which FGSC has been granted or exercises authority in this regard, other than its own terms of reference;
- e) Except as specifically excluded by FGSC, carry out all appointments that fall within FGSC's authority to appoint, and formulate nominations for FGSC elections;
- f) Review and recommend to the Graduate Academic Program Subcommittee any changes to requirements for graduate programs (excludes suspension, closure or creation of new programs);
- g) When requested to do so, review and recommend to FGSC any changes to the students' academic appeals process and associated documents;
- h) Review and provide direction respecting the agendas for upcoming FGSC meetings; and
- i) Such other activities and responsibilities delegated or assigned to it by 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.

5. POWERS

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

6. 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 FGSC.

- a) Act on behalf of, and with full authority of FGSC concerning matters that must be handled between regularly scheduled FGSC meetings;
- b) Approve the terms of reference for any group over which FGSC has been granted or exercises authority in this regard, other than its own terms of reference;
- c) Except as specifically excluded by FGSC, carry out all appointments that fall within FGSC authority to appoint, and formulate nominations for FGSC elections;
- d) Require changes to agendas for upcoming FGSC meetings (this action does not need to be reported to FGSC; and
- e) Review and recommend to the Graduate Academic Program Subcommittee any changes to requirements for graduate programs (excludes suspension, closure or creation of new programs).