



## Faculty of Graduate Studies Council Policy Committee Terms of Reference

### 1. ESTABLISHMENT

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

### 2. MEMBERSHIP

#### a) Chair

Associate Dean (Policy and Program Development), FGS (ex-officio, voting)

#### b) Voting Members

- Two to three Associate Deans, FGS (ex-officio) appointed by the Dean of FGS, including at least one Associate Dean, Student Experience.
- Four to six academic staff members who hold supervisory privileges, appointed for a three-year term by FGS Council through an election process (broad Faculty representation is preferable), at least four of whom are members of the FGS Council at the time of appointment. The academic staff members are eligible for re-appointment for additional terms of up to a cumulative maximum of six consecutive years. A member's term will continue until the term start date of the member's successor or on the expiry date of the member's appointment if there is no successor. Members having served the maximum six consecutive years will be eligible for appointment to the Committee after a minimum of two (2) years has elapsed since the expiration of their last term.
- One to two members appointed by the Graduate Students' Association

#### c) Non-Voting Members

- FGS Senior Director, Strategic Operations or delegate

#### d) 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.

### **3. ROLE**

The Committee examines policies and regulations related to graduate education at the University of Calgary. The Committee also supports faculty programs as they amend their internal graduate policies. The agenda items for the Committee can be introduced by any Committee member, or can be referred to the Committee by the FGS Council or by the Dean, FGS.

### **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) Provide guidance on the philosophy (intention, practice of application) of graduate policies and regulations;
- b) Review any and all aspects of graduate policies and regulations as needed, and recommend changes to FGS Executive Committee, FGS Council, or GFC Standing Committees as appropriate;
- c) Review and approve graduate program regulations of faculties (including but not limited to candidacy, supervisory and funding policies) to ensure alignment with Faculty of Graduate Studies and university regulations. Reviews can be initiated by individual programs and/or faculties, as well as by the Dean or Associate Deans in FGS.
- d) Regularly report to FGS Council and Dean, FGS;
- e) Other activities and responsibilities delegated or assigned to it by FGS Council from time to time.

### **5. POWERS**

Other than, or in the absence of, specific delegations of authority from FGS Council to act autonomously, the Committee's powers shall be limited to providing input and ideas, advising and making recommendations concerning policy to the Dean, FGS.

### **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 FGS Council.

- a) Provide recommendations to FGS Executive Committee, FGS Council, FGS Dean or GFC Standing Committees as appropriate.
- b) Review and approve graduate program regulations in alignment with Faculty of Graduate Studies and university regulations.