



School of Graduate Studies Governing Principles

Approved by GFC December 10th, 2012

The University of Lethbridge is a comprehensive academic and research institute, which offers graduate programs, at the Master and Doctoral levels, spanning over 60 disciplines. Additional graduate programs will be introduced, to meet the demands of Faculty researchers and students, in alignment with the strategic priorities of the University of Lethbridge.

Graduate work at the University of Lethbridge started in 1982 with the introduction of the MEd degree program in the Faculty of Education. In 1991, thesis based MA and MSc programs were introduced. With the approval of the MSc in Management program in June of 2000 and the implementation of the doctoral program in limited academic areas, consolidation of all post-baccalaureate programs under the School of Graduate Studies was proposed and approved by the General Faculties Council (GFC) in April 2000. At its 17 May 2000 meeting, the Board of Governors established the School of Graduate Studies.

In accordance with the Board of Governors approved provisions, Deans' Council, at its 19 July 2000 meeting, formed a Constituent Assembly for the School of Graduate Studies, consisting of faculty members from all Faculties and Schools. This Assembly was mandated to establish policies, procedures and principles governing the School of Graduate Studies.

The Constituent Assembly met on December 1, 2000, and formed an Ad-hoc Executive Committee, consisting of the Dean of Graduate Studies, Chairs of all program committees and a faculty member. The mandate of this committee was to draft a document on "Governing Principles" of the School for GFC's review and approval. At its 7 May 2001 meeting, GFC, upon recommendation of the School of Graduate Studies Constituent Assembly, approved the Governing Principles. The School of Graduate Studies has established policies and procedures based on those principles.

I. School of Graduate Studies

Governance

The School of Graduate Studies is an academic unit within the University whose activities and functions complement those of other Faculties and Schools. Like other Faculties and Schools, the School of Graduate Studies functions under the provisions of the Post-Secondary Learning Act, and its governing and administrative structures follow the processes and procedures approved by GFC and the Board of Governors. The School of Graduate Studies has a broad mandate to facilitate the development, improvement and advancement of graduate education at the University. Working closely with all Faculties and Schools, it does so by maintaining and establishing quality graduate programs, by providing institutional support for graduate students, faculty and existing programs and by maintaining a close relationship between graduate education and quality research, performance and creative activities.

Subject to the control of the GFC, the School of Graduate Studies Graduate Council (hereafter referred to as the “Graduate Council”) is the governing body of the School, and has the mandate to enact and amend standing rules, regulations and procedures for the conduct of the School’s business. This mandate is carried out in collaboration and co-operation with the Graduate Program Committees, which are subject to the control of the Graduate Council. Like other Faculty and School Councils, the Graduate Council shall have an Executive Committee. It may also establish standing or *ad-hoc* committees to perform various functions or to serve specific purposes.

The Dean of the School of Graduate Studies chairs the Graduate Council and its Executive Committee, and reports to the Vice-President (Academic). The Dean is responsible for the general supervision, facilitation and administration of graduate education, ensuring that each program meets the requisite academic standards and conforms to principles and policies set out by GFC and the School of Graduate Studies. The Dean works closely with the Deans of Faculties and Schools, and with Graduate Program Committee Chairs, in order to further the academic objectives of the University.

Membership and Associate Membership of the School

With the establishment of the School of Graduate Studies, the GFC and the Board of Governors deemed it desirable to establish University criteria for membership of faculty members in the School of Graduate Studies, to ensure and enhance the academic quality of graduate studies at the University.

Membership in the School of Graduate Studies is divided into two status categories, those being Members and Associate Members, with each membership category being associated with a particular range of duties and responsibilities.

Criteria for Membership

To be a member of the School of Graduate Studies, the individual shall be:

- A member (active or inactive) of the University of Lethbridge Faculty Association;
- Normally an Assistant Professor, Associate Professor or Professor at the University of Lethbridge, holding the terminal degree appropriate to the field; and
- Demonstrate evidence of a continuing record of productivity in scholarship, research, creative work, or performance.

Duties and Responsibilities of Members

Members of the School of Graduate Studies are eligible for consideration to engage in the following graduate education activities:

- Instruct a graduate course.
- Chair a graduate comprehensive examination committee.
- Chair a graduate thesis/dissertation/project examination committee.

- Supervise a graduate student.
- Be a member of a graduate supervisory committee.
- Be a member of a comprehensive examination committee.
- Be a member of a thesis examination committee.
- Be a member of a PhD transfer examination committee.
- Be a chair or member of a graduate program committee.
- Be considered to be a member of the Graduate Council and/or of a committee of the School of Graduate Studies, based on criteria established for each.

Criteria for Associate Membership

Associate membership status exists to accommodate individuals who are not eligible to be full members of the School of Graduate Studies but who wish to be involved in the teaching and supervision of graduate students at the University of Lethbridge. To be an Associate Member of the School of Graduate Studies the individual shall:

- Normally be eligible to hold the rank of Assistant Professor, Associate Professor or Professor at an accredited university, holding the terminal degree appropriate to the field; or
- Demonstrate evidence of a continuing record of productivity in scholarship, research, creative work, performance, or other professional activity appropriate for the duties and responsibilities of an Associate Member.

Duties and Responsibilities of Associate Members

Associate Members of the School of Graduate Studies are eligible for consideration to engage in the following graduate education activities:

- Instruct a graduate course under a contractual arrangement with the University of Lethbridge.
- Co-instruct a graduate independent studies course with a member of the School of Graduate Studies.
- Co-supervise a graduate student.
- Be a member of a graduate supervisory committee.
- Be a member of a comprehensive examination committee.
- Be a member of a thesis examination committee.
- Be a member of a PhD transfer examination committee.

Processes for Membership and Associate Membership

- a) Membership in the School of Graduate Studies is not mandatory for faculty members of the University. Faculty members who wish to seek membership in the School of Graduate Studies must be recommended by the Dean of their Faculty/School.
- b) Individuals who are not Faculty members may seek associate membership in the School of Graduate Studies. These individuals must be recommended for associate membership by the Dean of the Faculty/School in which the relevant graduate program is delivered. The Dean of the Faculty/School must indicate the requested length of the term and the nature of the duties that will be assigned to the prospective Associate Member.
- c) The Dean of each Faculty/School shall recommend individuals meeting the criteria for membership or associate membership to the Dean of the School of Graduate Studies, who will review and approve all requests by delegated authority from Graduate Council.

- d) Where a Dean of a Faculty or School considers that an individual warrants membership or associate membership, but that individual does not meet normal eligibility criteria, the Dean may recommend him or her, providing a rationale for why membership or associate membership is warranted. In cases where an individual recommended for membership or associate membership does not meet the normal eligibility criteria, such cases will come to the Executive Committee of Graduate Council for review and approval by delegated authority from Graduate Council. When quorum of the Executive Committee cannot be obtained, the Dean of the School of Graduate Studies will evaluate such cases by delegated authority from Graduate Council.
- e) Membership in the School of Graduate Studies is on a continuing basis, unless otherwise specified (e.g., for term appointees and adjuncts). Associate membership is normally granted for a limited term, for the purpose of performing specified duties.
- f) Membership or associate membership of an individual may be revoked for cause. Where revocation of membership or associate membership is contemplated for an ULFA member (active or inactive), such action will be held to constitute major discipline and the provisions of Article 25 of the Faculty Handbook shall be invoked accordingly. Where revocation is contemplated for a non-ULFA member, such action shall be undertaken at the discretion of the Dean of the School of Graduate Studies.

II. Graduate Council

The Graduate Council shall be the representative council of the School of Graduate Studies. Subject to the control of GFC, the Graduate Council shall be the governing body of the School of Graduate Studies at the University of Lethbridge. The Post-Secondary Learning Act stipulates that a Graduate Council shall consist of the Dean, who is the Chair, the President, and any other persons who are appointed by the General Faculties Council. On December 10th, 2012 the General Faculties Council approved a motion defining the composition of Graduate Council and delegating the individual appointment of the members to the Graduate Council. All members of the Graduate Council are voting members, including the Chair. Unless otherwise specified in this document, procedures established by GFC for its governance will be adopted by the Graduate Council for conducting its business.

Membership to Graduate Council

The Graduate Council shall consist of ex-officio members, program chairs, representatives from Faculties and Schools, and graduate student representatives. All of the members shall have the equal right to speak and to vote in Graduate Council.

Ex-Officio Members

- Dean, School of Graduate Studies (Chair)
- President.
- Vice President (Academic) or designate.
- Vice President (Research) or designate.
- Dean of each Faculty or designate.
- University Librarian or designate.
- Registrar or designate.
- Assistant Dean, School of Graduate Studies
- Chair, or designate, of each graduate program committee.

Representatives to Graduate Council from Faculties and Schools

- Three representatives from each of the constituencies of Humanities, Social Science and Science.
- Three representatives from each of the constituencies of Management and Education.
- One representative from each of the constituencies of Fine Arts, Health Sciences and Library.

Students

- Four graduate students selected by the Graduate Students Association.

Selection of Representatives from Faculties and Schools, the University Library, and the Graduate Students Association

1. Members shall be appointed by the Deans of the Faculties and Schools, by the University Librarian, and by the President of the Graduate Students Association by means they choose individually. The appointment shall be for staggered two year terms, beginning September of each year.
2. Selection of faculty members of the Graduate Council shall be completed no later than May 15 of each year.
3. Except for graduate student representatives, members of Graduate Council shall be University of Lethbridge tenured faculty or eligible for tenure at the rank of Assistant Professor or higher.

Duties and Responsibilities of the Graduate Council

The roles and responsibilities of the Graduate Council include:

1. Recommending to GFC the establishment of new graduate programs and the modification or discontinuation of existing programs.
2. Establishing and monitoring the implementation of policies governing graduate studies.
3. Receiving and considering proposals regarding: graduate academic regulations, graduate program requirements, and graduate curriculum changes and courses and, after consultation with the relevant Faculties and Schools, making recommendations to GFC.
4. Appointing the examiners for examinations in the School of Graduate Studies, conducting the examinations and determining the results of them (This duty has been delegated to the Graduate Program Committees).
5. Providing for the admission of students to the School of Graduate Studies, subject to the admission standards and policies determined by GFC (This duty has been delegated to the Graduate Program Committees).
6. Determining the conditions under which a student must withdraw from or may continue his/her program of studies in the School of Graduate Studies (This duty has been delegated to the Graduate Program Committees).
7. Authorizing the granting of degrees offered by the School of Graduate Studies.
8. Establishing standards and criteria pertaining to the quality of graduate instruction and supervision.
9. Developing, reviewing and approving the annual Academic Unit Plan for the School of Graduate Studies.
10. Reporting annually to the May meeting of GFC on all significant matters pertaining to graduate studies at the University.
11. Establishing and convening ad hoc committees and working groups as needed.
12. Appointing members to standing committees in the School of Graduate Studies.
13. Delegating any powers, duties, or functions of the Graduate Council, and prescribing conditions governing the exercise or performance of any delegated power, duty, or function, including the power of sub-delegation.

Quorum: Simple majority of the membership of the Graduate Council.

Meeting: A meeting shall be held anytime on the call of the Dean of the School of Graduate Studies

III. The Executive Committee of Graduate Council

The Executive Committee shall be comprised of members of Graduate Council as follows:

- The Dean of the School of Graduate Studies, Chair.
- The Chair, or equivalent, of each Graduate Program Committee.
- The Assistant Dean of the School of Graduate Studies.
- Four faculty members, who are members of the Graduate Council, appointed by Graduate Council for staggered two-year terms.
- One graduate student from Graduate Council.

Duties and Responsibilities of the Executive Committee

1. Reviewing the organization and procedures of Graduate Council and its committees and reporting with appropriate recommendations for improved effectiveness on matters of a conceptual, structural, or strategic nature.
2. Setting the agenda for meetings of Graduate Council, ensuring that materials are sufficiently developed to afford fruitful debate at Council.
3. Nominating for appointment by Graduate Council the membership of both standing and ad-hoc committees, excluding only the Executive Committee itself (the Graduate Council shall elect them), and nominating members to other University bodies, as required by Graduate Council.
4. Acting on behalf of Graduate Council for matters requiring immediate action or when a quorum of Graduate Council is not reached. All actions taken on behalf of Graduate Council will be reported at the next regular meeting of Graduate Council.
5. Acting on behalf of the School of Graduate Studies on any other matter for which Graduate Council authorizes it by passing an appropriate resolution.
6. Recommending recipients for graduate program Medals of Merit and the Governor General's Gold Medal.

Quorum: Simple Majority (Robert's Rule of Order).

Meeting: A meeting shall be held anytime on the call of the Dean of the School of Graduate Studies.

IV. Graduate Administrators Council

The Graduate Administrators Council (GAC) is advisory in nature, and provides a forum for discussion of graduate education issues of a senior-administrative nature which are of concern across all faculties and program areas. The role of GAC is distinct from that of the Program Chairs Committee, which focuses mainly on policy and procedure at the program level.

The committee is comprised of senior administrators, or suitable designates, who have been properly tasked with oversight of graduate education in their respective Faculties or Schools.

Membership of Graduate Administrators Council

- Chair: Dean of the School of Graduate Studies.
- One representative from the Faculty of Arts and Science: Associate Dean (or designate).
- One representative from the Faculty of Education: Associate Dean (or designate).
- One representative from the Faculty of Fine Arts: Associate Dean (or designate).
- One representative from the Faculty of Health Sciences: Associate Dean (or designate).
- One representative from the Faculty of Management: Associate Dean (or designate).

Note: Representatives from other units will be invited, in a resource capacity, on a case-by-case basis, as needed (e.g. Library, Registrar's Office, Graduate Students' Association, Research Services, etc.).

Potential Areas of Advisement

These may include but are not limited to:

- Coordination and use of graduate education resources.
- Enrolment management and directions.
- School of Graduate Studies policy.

The Terms of Reference for this Committee were approved by Deans' Council on April 13, 2011 and Graduate Council on May 12, 2011.

V. Program Chairs Committee

The Program Chairs Committee (PCC) provides a forum for cross-program discussion of program-level processes and procedures to move program-level initiatives forward and provide quality control and consistency across graduate programs at the University of Lethbridge.

Membership of Program Chairs Committee

- Dean of Graduate Studies (Chair)
- Program Chair, MA (or designate)
- Program Chair, MFA/MMus (or designate).
- Program Chair, MSc (or designate).
- Program Chair, PhD (or designate).
- Director, Management Graduate Programs (or designate).
- Assistant Dean, Graduate Programs in Education (or designate).
- Coordinator, MSc in Health Sciences (or designate).

Note: Other members may be added as new program areas or program committees are developed.

Potential Areas of Oversight and Responsibility

These may include but are not limited to:

- Admission processes.
- Application processes.
- Examination and defence processes.
- Post-admission monitoring of student progress.
- SGS policies related to program administration.
- Graduate academic regulations (SGS Calendar).

The PCC was originally created as an ad hoc committee by the Vice-President (Academic) in June of 2010 and was approved by Graduate Council on May 12, 2011 as a standing committee of the School of Graduate Studies.

VI. Graduate Program Committees

For each graduate program there shall be a Graduate Program Committee (GPC) for the general supervision of the program, which acts on delegated authority from Graduate Council. Current GPCs include: PhD Program Committee; Graduate Programs in Education Committee; Management Graduate Programs Committee; MA Program Committee; MFA / MMus Program Committee; and MSc Program Committee. Graduate Council may approve additional GPCs as needed. The School of Graduate Studies determines the membership process for each program committee.

- Annually, normally at the May meeting, Graduate Council appoints from among the membership of the School of Graduate Studies such members to all GPCs as are required, subject to terms of appointment approved by GFC. Appointments may be made at alternate times throughout the year in order to accommodate unexpected vacancies.
- The Executive Committee of Graduate Council shall serve as the nominating committee for membership on all GPCs, including the position of program chair. Nominations for membership on GPCs will come to Graduate Council for approval, at which time further nominations from the floor may be requested. In cases where there are multiple nominations for a single position, Graduate Council will vote, and the nominee with the greatest number of votes will be appointed to the position.
- In the cases of the Management Graduate Programs and the Graduate Programs in Education committees, the Dean of the Faculty will forward to the Dean of the School of Graduate Studies a list of recommended nominees to fill the vacancies in membership of the relevant GPCs by March 1. The Dean of the School of Graduate Studies shall forward recommended nominees to the Executive Committee of Graduate Council.
- Where Health Sciences representation is required on the MSc program committee, the Dean of the Faculty of Health Sciences will forward to the Dean of the School of Graduate Studies a list of recommended nominees to fill the vacancies in membership by March 1. The Dean of the School of Graduate Studies shall forward recommended nominees to the Executive Committee of Graduate Council.
- For membership on the MA, MSc, MFA/MMus, and PhD program committees, the Chair of the relevant program committee will forward to the Dean of the School of Graduate Studies a list of recommended nominees to fill the vacancies in membership by March 1. The Dean of the School of Graduate Studies shall forward recommended nominees to the Executive Committee of Graduate Council.
- Program committees should be staffed, to the extent possible, with members who represent the various disciplines where the degree program is offered. Thus, GPCs and Faculties are to consider the issue of representation when generating a list of recommended nominees for consideration by the Executive Committee.
- Appointments to GPCs shall normally be two years in duration, except in cases where a member is appointed to fill an unexpected vacancy of an existing appointment. Terms of committee members' appointments should be staggered.
- Each GPC will have a Program Committee Chair. In the case of the Management Graduate Programs Committee, the position of Program Committee Chair is normally associated with the role of Director, Management Graduate Programs. In the case of Graduate Programs in Education Committee, the position of Program Committee Chair is normally associated with the role of Assistant Dean, Graduate Programs in Education. In the cases of the MA, MSc, PhD, and MFA/MMus programs, the program committees will forward a list of recommended nominees for the position of Program Committee Chair

to the Dean of the School of Graduate Studies. The Dean of the School of Graduate Studies shall forward recommended nominees to the Executive Committee of Graduate Council.

- All GPC members are voting members, including the Chair.
- The Dean of the School of Graduate Studies is an ex officio member of each GPC.
- GPC meetings are to be conducted according to Robert's Rules of Order.

Membership of Graduate Program Committees

- Program Committee Chair.
- Three faculty members who are jointly members of the School of Graduate Studies and the Faculty/Faculties where the program is delivered, appointed by Graduate Council.
- One member of the School of Graduate Studies who is not a member of the Faculty/Faculties where the program is delivered, appointed by Graduate Council.
- The Dean of the School of Graduate Studies, ex-officio.
- For the Management Graduate Programs committee and the Graduate Programs in Education committee, at most an additional two representatives of relevant professional bodies external to the University, recommended by the Faculty/Faculties where the program is delivered and approved by Graduate Council.

Duties and Responsibilities of Graduate Program Committees

Each of the GPCs, or by delegated authority to the Program Committee Chair, is responsible for the general supervision of its program, including:

1. Reporting to Graduate Council on all matters related to its operation, at least annually.
2. Recommending to Graduate Council policy and program changes.
3. Recommending to the appropriate bodies on graduate scholarships, assistantships or awards.
4. On delegated authority from Graduate Council, providing for the admission of students to the School of Graduate Studies, subject to the admission standards and policies determined by GFC.
5. Awarding credit for any previous courses and/or graduate work.
6. Recommending to the Dean of the School of Graduate Studies on student admissibility.
7. On delegated authority from Graduate Council, providing for the appointment of examiners for examinations in the School of Graduate Studies, the conduct of examinations and the determination of the results of them.
8. Reviewing and recommending where necessary to the Dean of the School of Graduate Studies on students' progress and standing.
9. Approving, reviewing and, where necessary, changing individual student programs.
10. Reviewing and approving the composition of and/or changes to the composition of students' supervisory committees.
11. On delegated authority from Graduate Council, determining the conditions under which a student must withdraw from or may continue his/her program of studies in the School of Graduate Studies.
12. Recommending graduands to the Executive Committee of Graduate Council for Graduate Council approval.
13. Hearing student appeals of an academic nature, with the exception of grade appeals. Appeals heard by the graduate program committee include appeals related to: the outcome of a thesis defence, the outcome of a comprehensive examination, the outcome of a transfer examination, or student progress and standing.