

School of Graduate Studies Governing Principles

Approved by General Faculties Council on April 9, 2018

School of Graduate Studies

Governance

Approved by the Board of Governors on July 19 2000, the School of Graduate Studies is an academic unit within the University of Lethbridge (hereafter referred to as 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 General Faculties Council (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 Provost and 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 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 Doctor of Philosophy 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 exists to accommodate individuals who may not meet criteria for full membership in the School of Graduate Studies, but who are qualified to teach and/or supervise graduate students at the University. Associate Members may include, but are not necessarily limited to:

- Indigenous Elders and community leaders
- University of Lethbridge faculty members in non-professorial ranks
- Emeritus and retired University of Lethbridge faculty members
- Faculty members employed at external post-secondary institutions
- Credentialed professionals working external to the university

To be an associate member of the School of Graduate Studies the individual shall normally:

- Possess a relevant terminal degree appropriate for the rank of Assistant Professor, Associate Professor or Professor at an accredited university; and/or
- Demonstrate evidence of a continuing record of productivity in teaching, research, creative work, performance, or other professional activity appropriate for the fulfillment of duties and responsibilities of an associate member; and/or
- Possess significant Indigenous knowledge and Indigenous community standing appropriate for the fulfillment of 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 Doctor of Philosophy 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. A faculty member who wishes to seek membership in the School of Graduate Studies must be recommended by the Dean of his or her 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), provided the member remains employed as a faculty member at the University. Associate membership is normally granted only 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 a University of Lethbridge Faculty Association (ULFA) member, such action will be held to constitute major discipline and the appropriate provisions 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.

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 (GFC). On December 10, 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, and 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
- Associate Dean, School of Graduate Studies
- Chair, or designate, of each graduate program committee

Representatives to Graduate Council from Faculties and Schools

- Nine faculty members representing the Faculty of Arts and Science, including three representatives from each of the constituencies of humanities, social science and science
- Three faculty members representing the Faculty of Education
- Three faculty members representing the Faculty of Health Sciences
- Three faculty members representing the Dhillon School of Business
- Three faculty members representing the Faculty of Fine Arts
- One faculty member representing the School of Liberal Education
- One professional librarian representing the Professional Librarians Committee

Students

- Four graduate students representing the Graduate Students' Association

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

1. No later than May 1 of each year, the 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 July 1 of each year.
2. In the case of faculty member representatives, only those who are also members of the School of Graduate Studies may serve on Graduate Council.

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 is 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 is 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 is 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. Annually reviewing, updating, and approving the Academic Unit Plan for the School of Graduate Studies.
10. Reporting to GFC, upon request, on any significant matter pertaining to graduate studies at the University (This duty is delegated to the Dean of the School of Graduate Studies).
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: 19 members of Graduate Council.

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

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 Associate 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, or designate graduate student representing the Graduate Students' Association

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 Graduate Council on any other matter for which Graduate Council authorizes it by passing an appropriate resolution.
6. Approving recipients for graduate program Medals of Merit and the Governor General's Gold Medal.
7. Hearing any academic appeals as specified by the University of Lethbridge Graduate Studies Calendar and Course Catalogue.

Quorum: Seven members.

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

Graduate Administrators Committee

The Graduate Administrators Committee (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 Committee

- Dean of the School of Graduate Studies (Chair, and voting member)
- Associate 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: Dean (or designate)
- One representative from the Dhillon School of Business: Associate Dean (or designate)
- One representative from the School of Liberal Education: 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 and Innovation Services).

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.

Quorum: At least 50% of voting members.

Program Chairs Committee

The Program Chairs Committee (PCC) is advisory to graduate council and provides a forum for discussion, coordination, and recommendation on matters related to program-level processes, procedures, and initiatives.

Membership of Program Chairs Committee

- Associate Dean of Graduate Studies (Chair)
- The Chair of each graduate program committee (see Appendix A for current list)

Potential Areas of Advisement

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 (Graduate Studies Calendar and Course Catalogue)

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.

Quorum: At least 50% of voting members.

Graduate Program Committees

For each graduate program, or appropriate group of graduate programs or majors (subject to the approval of Graduate Council), there shall be a graduate program committee (GPC), acting on delegated authority from Graduate Council, for general supervision of the program (see Duties and Responsibilities).

The composition of each GPC will be recommended annually by the appropriate faculty council/s (referring to the faculty or faculties delivering the program or programs under the purview of that particular GPC), no later than May 1 to the Executive Committee of Graduate Council.

Terms of GPC Chairs and members shall normally be for a minimum of two years and a maximum of three years, beginning on July 1 and ending on June 30. The appropriate faculty council shall recommend alternate members, or an alternate Chair, in cases where mid-term vacancies arise.

The name, academic areas of oversight, and voting membership of any GPC is subject to the final approval of Graduate Council.

GPC meetings shall be conducted according to Robert's Rules of Order.

Membership of Graduate Program Committees

Each GPC shall be comprised, minimally, of the following six members:

- Program Committee Chair
- Three faculty members who are jointly members of the School of Graduate Studies and the faculty where the program is delivered
- One member of the School of Graduate Studies who is not a member of the faculty or faculties where the program is delivered
- The Dean of the School of Graduate Studies (or designate), ex-officio and non-voting member

Subject to approval by Graduate Council, GPC's may include additional voting members for the purpose of ensuring adequate program representation, effective program administration, and/or for the purpose of accommodating appropriate representation of external professional associations. GPC's may also include standing, yet non-voting, resource members as required.

Duties and Responsibilities of Graduate Program Committees

Each of the GPCs, acting on delegated authority from Graduate Council, or by sub-delegated authority to the graduate program committee Chair, is responsible for the general supervision of its program, including:

1. Reporting to Graduate Council at least semi-annually, or upon request.
2. Recommending to Graduate Council any programmatic changes.
3. Recommending to the Dean (or Dean's designate) on needs for graduate scholarships, assistantships or awards.
4. Recommending to the Dean (or Dean's designate), and assisting as appropriate, on initiatives related to recruiting and marketing for the program.
5. Recommending to the Dean (or Dean's designate), and assisting as appropriate, on initiatives related to student orientation, retention, and campus experience.
6. Recommending to the Dean (or Dean's designate) offers of admission to the School of Graduate Studies.
7. Approving credit for any previous courses and/or graduate work.
8. Approving requests for course substitution.
9. Approving the appointment of examiners for examinations in the School of Graduate Studies, and reviewing the conduct and the results of examinations.
10. Reviewing and recommending to the Dean (or Dean's designate) on students' assigned progress and standing in the program, including any recommendation that the student be placed on probation or withdrawn from the program.
11. Approving student requests for internal transfer from other graduate majors or programs.
12. Approving the composition of and/or changes to the composition of students' supervisory committees.
13. Recommending graduands to the Executive Committee of Graduate Council for Graduate Council approval.

Quorum: At least 50% of voting members.

Appendix A

Graduate Program Committees and Academic Areas of Oversight

Graduate Program Committee	Academic Areas of Oversight
Social Sciences and Humanities Graduate Programs Committee	<ul style="list-style-type: none"> • Master of Arts (all majors normally delivered by the Faculty of Arts and Science) • Doctor of Philosophy (Cultural, Social, and Political Thought)
Master of Science Program Committee	<ul style="list-style-type: none"> • Master of Science (all majors normally delivered by the Faculty of Arts and Science)
Doctoral Program Committee	<ul style="list-style-type: none"> • Doctor of Philosophy (all majors in the sciences normally delivered by the Faculty of Arts and Science)
Master of Nursing Program Committee	<ul style="list-style-type: none"> • Master of Nursing
Master of Science Health Sciences and Doctor of Philosophy Population Health Programs Committee	<ul style="list-style-type: none"> • Master of Science (all majors normally delivered by the Faculty of Health Sciences: Addictions Counselling, Health Sciences, Nursing, and Individualized Multidisciplinary when the primary supervisor is in the Faculty of Health Sciences) • Doctor of Philosophy (Population Studies in Health)
Graduate Programs in Fine Arts Committee	<ul style="list-style-type: none"> • Master of Arts (all majors normally delivered by the Faculty of Fine Arts: Art, Dramatic Arts, Music, New Media, and Individualized Multidisciplinary when the primary supervisor is in the Faculty of Fine Arts) • Master of Fine Arts • Master of Music
Graduate Programs in Education Committee	<ul style="list-style-type: none"> • Master of Arts (all majors normally delivered by the Faculty of Education: Education, and Individualized Multidisciplinary when the primary supervisor is in the Faculty of Education) • Master of Education • Master of Counselling • Doctor of Philosophy (Education)
Dhillon School of Business Graduate Programs Committee	<ul style="list-style-type: none"> • Master of Science (Management)
Health Services Management Program Committee	<ul style="list-style-type: none"> • Graduate Certificate in Health Services Management • Master of Health Services Management