

**APPROVER:** Graduate and Postdoctoral Council/CGPS Faculty Council**OFFICE OF ACCOUNTABILITY:** Dean, CGPS**First Approval:** October 27, 2022**Revisions:** TBD

PURPOSE: To provide guidance for the roles and responsibilities of Graduate Affairs committees in departments/schools/colleges including distribution and adjudication of scholarship and awards. A key principle with respect to scholarship and admissions is to ensure that the awarding of recruitment scholarships and funding packages are done through a robust process with more than a single person making decisions and are fully coordinated with the admission process. The following includes guidance on best practices for the full suite of responsibilities and incorporates input from the CGPS' Graduate Academic Affairs Committee and its Awards and Scholarship Committee.

GENERAL PRINCIPLES:

- A Graduate Committee is required for every thesis-based graduate program.
- The Graduate Committee is located either at a departmental level or college/school level. For small departments all faculty members may be defacto members or the committee may be constituted through an organized subset of departments.
- The Graduate Committee will consist of at least 3 members: the Graduate Chair, plus at least 2 other members of the department, the college, or the subset of departments in which the graduate program located. The members must be tenure-track or tenured faculty who are eligible to be on the supervisory committees of graduate students in that program.
- Each Graduate Committee member must be committed to principles of equity, diversity and inclusion.
- Where voting is required, meetings are preferred but email votes are sufficient.

GRADUATE COMMITTEE SCOPE: The Graduate Committee is responsible for the following general activities as they relate to the programs it oversees:

Admissions

- determining criteria for assessing applicants for admission;
- assessing applicants based on admissions criteria, voting on student admissions, and recommending admissions to CGPS;
- determining criteria, where applicable and/or required, for assessing graduate student applications to scholarships, awards, and/or other funding allocated by CGPS to the graduate program;
- assessing student applicants for CGPS-distributed funding (scholarships, awards, other) according to the established criteria, voting on the distribution of this funding, and overseeing recommendations to the CGPS Awards Committee for CGPS-distributed funding;



Scholarships and Awards

- overseeing and tracking the submission of graduate student scholarship, award, bursary, fellowship, and/or other funding applications to external funding agencies;
- Developing processes that align with the CGPS Awards Policy that includes (i) assessment criteria for ranking applicants, (ii) how equity, diversity, and inclusion will be addressed, and (iii) a timeline for adjudication; and allows for notification of successful award recipients at the time of admissions.
- Ranking all incoming applicants to the program (or a subset/shortlist of applicants, if the Graduate Committee requests this) according to the implementation plan;
- Setting policies for eligibility for scholarships such as matching requirements for access to stipend support for Master's students and doctoral students where grants support such funding.

Program Requirements and oversight

- regularly reviewing program requirements as listed in the University Catalogue and to ensure programs stay current, and proposing updates as necessary;
- developing and annually reviewing program-specific guidelines and policies that are readily available for students and faculty (eg. requirements of faculty to fund student stipends, description of comprehensive examinations and thesis-proposal defense, thesis formatting).
- overseeing program course offerings, including adding new courses or deleting unnecessary courses;
- determining criteria for matching supervisors (mentors) and students, and matching supervisors (mentors) and students based on those criteria;
- serving as a temporary advisory committee for thesis-based students if one has not yet been formed;

Additional Duties

- anything else deemed appropriate and/or necessary by the department, college, or subset of departments.