

GRADUATE PROGRAM COUNCIL BYLAW

PhD in Policy Studies

Approved by Interim Program Council

31 October 2014

Approved by Dean, YSGS

03 November 2014

Approved by YSGS Council

10 November 2014

Approved by the Academic Governance and Policy Committee of Senate

06 January 2015

Approved by Senate

27 January 2015

1. Definitions

- 1.1. "Chair" means the Chair of the Graduate Program Council (GPC) of the Policy Studies program, as defined by this bylaw, unless otherwise stated.
- 1.2. "Council" or "GPC" means Graduate Program Council of the Policy Studies program, as defined by this bylaw, unless otherwise stated.
- 1.3. "Executive Committee" or "Executive" means the Executive Committee of the Policy Studies Graduate Program Council, as defined by this bylaw, unless otherwise stated.
- 1.4. "Dean of Record" is the Dean of the Faculty of Arts, with such duties and responsibilities as may be determined, from time to time, by Senate policy.
- 1.5. "Dean of YSGS" is the Dean of the Yeates School of Graduate Studies.
- 1.6. "faculty" (lower-case "f") means all faculty members (regular, adjunct, and affiliate) who are active in the program.
- 1.7. "Faculty" (upper case "F") means an academic unit containing Departments/Schools.
- 1.8. "GPD" means Graduate Program Director of the Policy Studies program, as defined by this bylaw, unless otherwise stated.
- 1.9. "GPA" means Graduate Program Administrator, who provides administrative support to the Policy Studies program.
- 1.10. "graduate program" or "program" means the doctoral program in Policy Studies, housed in the Faculty of Arts at Ryerson University, unless otherwise stated.
- 1.11. "stream" or "field" means one of the areas of academic concentration available within the program.
- 1.12. "graduate student" means a student who is enrolled in the Policy Studies program, who is in good academic standing.
- 1.13. "YSGS" means the Yeates School of Graduate Studies.

2. Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at Ryerson University. The Graduate Program Council (GPC) is the principal mechanism for bringing together these two constituencies to identify, discuss and address matters relating to that graduate program. The specific mandate of the GPC is to:

- 2.1. develop and recommend policies relevant to the graduate program within the context of general University policies, especially those of the Yeates School of Graduate Studies (YSGS);

- 2.2. contribute actively to the operation and long-term planning of the graduate program and YSGS through the creation of committees, working groups and other mechanisms, as deemed appropriate;
- 2.3. ensure that the graduate program remains current and relevant by monitoring the curriculum of the graduate program on an ongoing basis, and by recommending and/or enacting changes to the current curriculum and methods of delivery as appropriate to ensure that it continues to satisfy the program's objectives;
- 2.4. provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the graduate program and the YSGS;
- 2.5. ensure, subject to budgetary limitations, the adequate promotion of the program through appropriate print and electronic promotional material; and to
- 2.6. review annually the budget of the program and, when required, to make recommendations for amendment(s) to the Dean of Record and to Dean of the Yeates School of Graduate Studies.

3. Council Membership

In accordance with Senate Policy 45 (*Constitutional Provisions for Department/School Councils*), membership has been determined via a consultative process involving the GPD, the Dean of Record, and the Dean of the YSGS. GPC Membership includes the following:

- 3.1. The Graduate Program Director (GPD);
- 3.2. All faculty members who are active YSGS members and who self-identify annually as active in any of the following capacities within a four (4) year period:
 - 3.2.1. teaching in the program; **and/or**
 - 3.2.2. serving on the comprehensive examination or dissertation committees of graduate students of the program; **and/or**
 - 3.2.3. serving on any of the standing or *ad hoc* committees of the graduate program;
- 3.3. The Chairs/Directors of the Schools/Departments in which any of the faculty members of GPC hold their primary appointment; and
- 3.4. Two (2) graduate student representatives from each stream, elected annually by and from current graduate students in that stream.
- 3.5. The Graduate Program Administrator (GPA), who will provide administrative support and be a non-voting member of the Council.

4. Authority

The GPC will operate in the spirit of policy adopted by Senate, in particular, Policy #45: *Constitutional Provisions for Department/School Councils*, as amended by Senate from time to time.

- 4.1. The GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to this graduate program, housed in the Faculty of Arts. The GPC will collaborate in a transparent manner with related Department/School Council(s), Chair(s)/Director(s), affected Faculty Dean(s) or designate(s), the Dean of YSGS, the YSGS Council and its standing committees.
- 4.2. The GPC may **approve** policy and procedures with significance and effect only in the program. The GPC may consult with the GPD, affected Faculty Dean(s) or designate(s), Faculty Council(s) where appropriate, the Dean of Record, and the Dean of YSGS before implementing any policy or procedure. The Dean of YSGS shall ensure that all necessary consultations have occurred before endorsing the implementation of any policy or procedure.
- 4.3. The GPC may **recommend and communicate** policies and procedures with implications beyond the program. Affected Faculty Dean(s), and/or designate(s) and/or the Dean of Record must endorse recommended policies and procedures before they are submitted to the Dean of YSGS and YSGS Council. The YSGS Council makes recommendations for approval to Senate.
- 4.4. The GPC may report directly to the YSGS Council, with copy to the Dean of Record, on issues specific to the respective program, and/or on matters of general interest.
- 4.5. Input to committees:
 - 4.5.1. The GPC and its committees will review all matters pertaining to their respective mandates on their own initiative.
 - 4.5.2. The GPC may also request that any of its committees review any particular matter.

Without prejudice to any policy of the Ryerson Senate, the authority of the GPC will embrace these additional principles:

- 4.6. The GPC will not enter into debate or take action on any matter that would violate the *Ryerson University Act*, or any policy of either the Board of Governors or of Senate.
- 4.7. The GPC will not enter into debate or take action on any matter that would violate Ryerson University's and/or statutory confidentiality requirements in respect to students, faculty or staff, or on matters of a contractual nature.
- 4.8. The GPC does not have the authority to override decisions made by other governance bodies that do not report to it. The GPC does, however, have the authority to discuss such decisions and to provide advice, except in cases precluded by considerations of confidentiality and/or contractual requirements, as specified

above. The determination of such restrictions is the responsibility of the Dean of Record. The GPC is advisory to the Dean of Record and/or to relevant Department Chair(s)/School Director(s) on matters that are contractually the responsibility of the Dean of Record and/or the Department Chair(s)/School Director(s) and/or the Department/School Council(s).

- 4.9. In the event of a disagreement between the GPC and the Dean of Record and/or the Dean of the YSGS that is not resolved through normal avenues of discussion, the disagreement will be referred by the disputants to the Provost and Vice-President Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

5. Graduate Program Director

- 5.1. The Graduate Program Director (GPD) – who must be a tenured faculty member whose principal appointment is within the Faculty of Arts – is appointed for a three (3) year term by the Dean of Arts upon the advice of a search committee that shall:
 - 5.1.1. be established by the Dean of Arts at least six (6) months prior to the expiration of the incumbent GPD's term;
 - 5.1.2. consist of
 - 5.1.2.1. the Dean of Arts or designate, who shall Chair the committee;
 - 5.1.2.2. one (1) faculty member from each stream elected by and from faculty members of the GPC; and
 - 5.1.2.3. one (1) graduate student elected by and from the graduate students of the program.
- 5.2. The Graduate Program Director (GPD) may serve a maximum of two consecutive terms, provided that reappointment occurs following the process outlined in Article 5.1 above.
- 5.3. The conditions of employment of the GPD will be specified in a Letter of Appointment.
- 5.4. The GPD is, *ex officio*, a member of all committees and governance structures of the program.

6. Chair of the GPC

- 6.1. The Chair of the GPC will be elected by GPC members at the first meeting of each academic year. All faculty members of the GPC, including the GPD, are eligible to be nominated and elected.
- 6.2. The Chair may delegate any of the following tasks, but is responsible for:
 - 6.2.1. calling and conducting meetings, and confirming quorum;
 - 6.2.2. setting meeting agendas;

- 6.2.3. maintaining a written record of Council decisions, actions, and recommendations; and ensuring that a copy of these records is shared with the GPC and is filed with the GPA and thereby accessible to appropriate personnel in the YSGS and the office of the Dean of Record;
 - 6.2.4. monitoring follow up to Council decisions;
 - 6.2.5. submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council; and
 - 6.2.6. communicating with the Dean of Record, relevant Department Chair(s) and/or Department Council(s), and the YSGS on behalf of the Program Council and/or its Executive Committee.
- 6.3. As per Article 5.4 above, the GPD is, *ex officio*, a member of all committees and governance structures of the program. Where the GPC Chair elected pursuant to Article 6.1 above is not the GPD, s/he is also a member, *ex-officio*, of all GPC committees and sub-committees.
- 6.4. The GPC Chair may designate another council member to act as Chair on an interim basis.

7. GPC Procedures

- 7.1. GPC will meet at least twice per year, once in each of the Fall and Winter semesters. Meetings will be scheduled to permit sufficient time for submissions to be made, and for information and/or approval, where applicable, to reach other committees and councils. Additional meetings may be held at the call of the GPC Chair, the Executive Committee, or at the request of any five (5) Council members.
- 7.2. Notices of meetings will normally be distributed at least 5 days in advance.
- 7.3. Only faculty and student members of the GPC are voting members. Staff may serve on the GPC or its committees but are non-voting.
- 7.4. The Chair is entitled to vote on all questions coming before the GPC and/or any standing committee. In the event of a tie, the Chair has a second, 'casting,' vote.
- 7.5. Quorum is fifteen (15) members, or such greater number as may be specified by Senate policy, and
 - 7.5.1. the majority of the members present must be faculty members of Council; and
 - 7.5.2. at least half of the student members of Council must be present.
- 7.6. Voting matters are normally decided by a simple majority of members present and voting at a meeting.
- 7.7. Decisions, including the election of committee members, may be taken outside meetings through ballots distributed electronically or physically to all members.

- 7.8. The nomination process – and elections, if there is more than one candidate – will take place in May of each year according to the following schedule:
 - 7.8.1. A call for nominations will be circulated to faculty members of Council and to all graduate students in good academic standing by 30 April in each year, and nominations will be accepted until 4 pm on 14 May (or the following Monday, where 14 May falls on a weekend);
 - 7.8.2. Voting will commence two (2) business days following the close of nominations and will continue until 4 pm on 26 May (or the following Monday, where 26 May falls on a weekend);
 - 7.8.3. Results will be announced before the end of May.
- 7.9. All members are expected to attend Council and, where relevant, committee and sub-committee meetings. If members are unable to attend they are to inform the Chair of the GPC, relevant committee or sub-committee in advance of the meeting.
- 7.10. Any faculty Council member may attend a meeting of any committee, of which s/he is not a formal member, as a non-voting participant. Any student Council member may attend, as a non-voting participant, any meeting of any committee that has students included in its formal membership.
- 7.11. A decision to amend this Bylaw requires a two-thirds majority of the GPC members present and voting at the meeting, and can be taken only after written notice – including the text of the proposed amendment(s) – has been provided to all members at least 5 days in advance of the meeting.
- 7.12. Proxies are not permitted, and GPC members must be in attendance at a GPC meeting to vote (except where Article 7.7 applies).

8. Standing Committees

The Standing Committees of the GPC are as follows:

8.1. Executive Committee

8.1.1. *Mandate:*

- 8.1.1.1. to exercise the functions of the GPC between meetings;
- 8.1.1.2. to work with the GPD to ensure the efficient and effective operation of the program;
- 8.1.1.3. to coordinate the activities of, and to consult with, the other standing committees;
- 8.1.1.4. to recommend, where appropriate, policies, procedures, and practices to the GPC and/or to relevant YSGS bodies;
- 8.1.1.5. to make recommendations to the GPC and/or, where appropriate, to relevant YSGS bodies, regarding recruitment mechanisms and strategies;

- 8.1.1.6. to develop, implement, and periodically review (in consultation with the appropriate program and/or YSGS bodies) program registration policies and procedures;
 - 8.1.1.7. to define instructional offences and offences of conduct;
 - 8.1.1.8. to recommend to the GPC, and/or relevant YSGS bodies, policies and practices for graduate student funding (e.g., minimum levels, length of commitment, both full-time and part-time);
 - 8.1.1.9. to be consulted, and to advise the GPD, in the distribution of Research and/or Graduate Assistantships;
 - 8.1.1.10. to recommend to program students sources of funding (e.g., external and internal scholarships, research assistantships, and other awards that may come to the attention of this committee); and
 - 8.1.1.11. to report annually to the GPC on its activity.
- 8.1.2. **Chair.** The Chair of the Executive Committee shall be the GPD.
- 8.1.3. **Composition:** The Executive Committee (EC) will consist of
- 8.1.3.1. the Graduate Program Director (GPD);
 - 8.1.3.2. the Chair of the Graduate Program Council elected by the Council pursuant to Article 6.1 of this Bylaw (if someone other than the GPD);
 - 8.1.3.3. one (1) faculty member from each stream, elected by and from faculty members of the GPC by way of a nomination and election process, which may be conducted in person or electronically; and
 - 8.1.3.4. one (1) graduate student elected by and from the six (6) graduate student members of the GPC, using a nomination and election process that may be conducted in person or electronically.

If the graduate student elected is unable to attend any meeting of the Executive Committee, s/he may designate one of the other elected student members of the GPC to attend that meeting in his/her stead.
 - 8.1.3.5. The Graduate Program Administrator will provide support to this committee but is a non-voting member.
- 8.1.4. **Terms of office:** One year, beginning 01st August in the year of election and expiring 31st July of the following year. There is no limit to the number of terms members may serve, provided that the member is eligible to serve and is re-elected to subsequent terms. All GPC elections are to be held in accordance with GPC election procedures
- 8.1.5. **Procedural matters:** The provisions of Articles 7.2, 7.3, 7.4, 7.6, and 7.7 of this bylaw will also pertain to its Executive Committee
Quorum is one-half of the committee membership.

8.2. Admissions Committee

8.2.1. **Mandate:**

- 8.2.1.1. to review the submissions of applicants and to establish a priority order for offers of admission to be extended;
- 8.2.1.2. to determine the number of, process to be used in awarding, and recipients of any and all admissions scholarships that are not automatically granted to incoming students (in consultation with the Scholarships and Awards Committee); and
- 8.2.1.3. to develop, implement, and periodically review (in consultation with the appropriate program and/or YSGS bodies) procedures, practices and standards for admission to the program, including academic and non-academic qualifications (e.g., ESL, program standards).

8.2.2. **Chair:** The GPD or designate shall chair the committee.

8.2.3. **Composition:** Graduate Program Director; Chair, GPC (if someone other than the GPD); and two (2) faculty members from each stream, elected by and from faculty members of the GPC by way of a nomination/election process which may be conducted in person or electronically

Should the nomination process fail to produce the necessary committee members, the GPD may appoint eligible faculty to fill any vacancies.

The Graduate Program Administrator will provide support to this committee but is a non-voting member.

8.2.4. **Term of Office:** one (1) year from 01 August to 31 July. There is no limit to the number of terms committee and sub-committee members may serve, provided that the member is re-elected every year.

8.2.5. **Procedural matters:** The provisions of Articles 7.2, 7.3, 7.4, 7.6, and 7.7 of this bylaw will also pertain to the Admissions Committee.

Quorum is one-half of the committee membership.

8.3. Curriculum and Studies Committee

8.3.1. **Mandate:** to ensure that the graduate program remains current and relevant by monitoring the curriculum of the graduate program on an ongoing basis and by making recommendations to the GPC, regarding the following:

- 8.3.1.1. number and type of courses included in the program;
- 8.3.1.2. course development, review, and content changes;
- 8.3.1.3. course requisites and methods of delivery;
- 8.3.1.4. course registration practices (e.g., course selection and approval);
- 8.3.1.5. development, review and administration of Progress Report forms;

- 8.3.1.6. standards for maintaining good academic standing (e.g., grades, continuous registration);
 - 8.3.1.7. residency/post residency requirements;
 - 8.3.1.8. enrolment status requirements and procedures;
 - 8.3.1.9. policy, procedures and practices for graduate examinations (including comprehensive examinations), thesis requirements and thesis examination practices;
 - 8.3.1.10. time limits for completion of graduate programs; and
 - 8.3.1.11. graduation requirements and practices and convocation practices.
- 8.3.2. **Chair:** The GPD or designate shall chair the committee.
- 8.3.3. **Composition:** The Curriculum and Studies Committee will consist of:
- 8.3.3.1. the Graduate Program Director;
 - 8.3.3.2. the Chair of the GPC (if someone other than the GPD);
 - 8.3.3.3. one (1) faculty member from each stream, elected by and from faculty members of the GPC using a nomination and election process that may be conducted in person or electronically; and
 - 8.3.3.4. one (1) graduate student from each stream elected by and from the six (6) student members of the GPC using a nomination and election process that may be conducted in person or electronically.
The other graduate student GPC member from each stream will serve as an alternate for the student elected from his/her stream, and will have voice and vote when serving in that capacity.
 - 8.3.3.5. The Graduate Program Administrator will provide support to this committee and its subcommittees, but is a non-voting member.
- 8.3.4. **Term of Office:** one (1) year from 01 August to 31 July. There is no limit to the number of terms committee and sub-committee members may serve, provided that the member is re-elected every year. Should the nomination process fail to produce the necessary committee members, the GPD may appoint eligible GPC members to fill any vacancies.
- 8.3.5. **Procedural matters:** The provisions of Articles 7.2, 7.3, 7.4, 7.6, and 7.7 of this bylaw will also pertain to the Curriculum and Studies Committee and its subcommittees
Quorum is one-half of the committee or subcommittee membership.
- 8.3.6. **Subcommittees:** The Curriculum and Studies Committee (CSC) may establish such standing or *ad hoc* subcommittees as it may consider appropriate, but must specify, at the time the committee is constituted, its membership, Chair, terms of reference, and reporting relationship.
Notwithstanding the generality of the foregoing, there shall be two standing sub-committees as follows:

- 8.3.6.1. **Appeals Subcommittee:** To adjudicate student appeals and petitions, the Curriculum and Studies Committee (CSC) shall establish, as required, an Appeals Subcommittee consisting of the GPD and two faculty Council members uninvolved in the appeal, one of whom shall be from the same stream as the student.
- 8.3.6.2. **Comprehensive Examination Questions Subcommittee:** To ensure that comprehensive examinations are developed that are reflective of the program's curriculum, the Curriculum and Studies Committee (CSC) shall establish annually a Comprehensive Examinations Questions Subcommittee consisting of the GPD and one (1) faculty Council member from each stream. In consultation with faculty in each stream, the Comprehensive Examination Questions Subcommittee will establish annually a suite of Policy Theory questions and a suite of questions related to each stream.

8.4. Scholarships and Awards Committee

8.4.1. **Mandate:**

- 8.4.1.1. to develop, publicize, and administer selection procedures for any awards for which program students make application and for which program input is solicited. Such procedures include, but are not restricted to, assessing applications when committee members have acted as referees; and
- 8.4.1.2. to fairly assess/adjudicate scholarship/award applications and make recommendations to the Executive Committee.

8.4.2. **Chair:** The GPD or designate shall chair the committee.

8.4.3. **Composition:** Graduate Program Director (GPD) and one faculty member from each stream elected by and from the faculty members of GPC using a nomination and election process that may be conducted in person or electronically.

Should the nomination process fail to produce the necessary committee members, the GPD may appoint eligible faculty to fill any vacancies.

The Graduate Program Administrator will provide support to this committee but is a non-voting member.

8.4.4. **Term of Office:** one (1) year from 01 August to 31 July. There is no limit to the number of terms committee and sub-committee members may serve, provided that the member is re-elected every year.

8.4.5. **Procedural matters:** The provisions of Articles 7.2, 7.3, 7.4, 7.6, and 7.7 of this bylaw will also pertain to the Scholarship and Awards Committee.

Quorum is one-half of the committee membership.

8.5. Program Membership Committee (PMC)

8.5.1. **Mandate:**

- 8.5.1.1. to develop program-specific criteria and procedures for YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and be approved by the YSGS Dean;
- 8.5.1.2. to review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Dean of YSGS in a timely manner; and
- 8.5.1.3. to review the list of faculty affiliated with the program on an annual basis and submit it to the Dean of YSGS.

8.5.2. **Chair:** The GPD or designate shall chair the committee.

8.5.3. **Composition:** Graduate Program Director (GPD) and one faculty member from each stream elected by and from the faculty members of GPC using a nomination and election process that may be conducted in person or electronically.

Should the nomination process fail to produce the necessary committee members, the GPD may appoint eligible faculty to fill any vacancies.

The Graduate Program Administrator will provide support to this committee but is a non-voting member.

8.5.4. **Term of Office:** one (1) year from 01 August to 31 July. There is no limit to the number of terms committee and sub-committee members may serve, provided that the member is re-elected every year.

8.5.5. **Procedural matters:** The provisions of Articles 7.2, 7.3, 7.4, 7.6, and 7.7 of this bylaw will also pertain to the Program Membership Committee.

Quorum is one-half of the committee membership.

9. Ad Hoc Committees

9.1. The GPC and/or the Executive Committee may constitute additional committees from time to time to address specific topics such as a conference committee, a Periodic Program Review Committee. Membership, Chair, Terms of Reference, and reporting relationship of ad-hoc committees will be determined at the time the committee is constituted.

9.2. Members will hold office until the report of the committee has been received by the body that created it, or until such time as the ad-hoc committee has been dissolved.