

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
AND GRADUATE EDUCATION COUNCIL

Effective Date: April 21, 2023

Supersedes: June 2014

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES (the School)

- 1.0 The academic and administrative head of the School shall be the Vice-Provost (Graduate and Postdoctoral Studies) (the Vice-Provost). The Vice-Provost shall be assisted by Associate Vice-Provosts whose appointments shall be recommended by the Vice-Provost following selection in accordance with the *Appointment Procedures for Senior Academic and Administrative Officers of the University* and approved by the President & Vice-Chancellor.
- 2.0 Members in the School shall normally be those persons with an academic appointment at The University of Western Ontario and its Affiliated University Colleges who have been approved for membership in accordance with the policies and guidelines established and approved by the Graduate Education Council. They shall normally be of the rank of assistant professor or above and shall be of such academic achievement, experience, and distinction as to enable them to undertake the instruction and/or supervision of students registered in the nominating graduate program.
 - 2.1 Recommendations for membership in the School shall be upon nomination from the chair or director of the graduate program to the head of the nominee's home unit(s) or designate.
- 3.0 Graduate students in the School shall be those students who are registered in the School, having been admitted to an approved program at The University of Western Ontario. Admission to such programs is in accordance with the admission requirements of the School and the graduate program as approved by Senate and the policies and guidelines established and approved by the Graduate Education Council.

GRADUATE EDUCATION COUNCIL (the Council)

4.0 There shall be a Graduate Education Council of the School responsible to the Senate. The Council shall:

- a) serve as a central forum to approve or recommend to Senate academic policies as determined by Senate and set out in the [“Approving Authority Document”](#).
- b) provide a representative and open forum for discussion and sharing of information and topics and give advice on any aspect of graduate education.

4.1 The Council shall be composed of:

- a) the following ex officio (voting) members:
 - (i) Vice-Provost (Graduate and Postdoctoral Studies), who shall be Chair
 - (ii) Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - (iii) President & Vice-Chancellor (*or designate*)
 - (iv) Provost & Vice-President (Academic) (*or designate*)
 - (v) Associate Dean-Graduate (*or equivalent*) from each Faculty
 - (vi) President, Society of Graduate Students (SOGS)
 - (vii) President, Postdoctoral Association at Western (PAW)
 - (viii) Chair, Senate Committee on Academic Policy (*or designate*)
 - (ix) Vice-Provost & Associate Vice-President (Indigenous Initiatives) (*or designate*)
 - (x) Associate Vice-President (Equity, Diversity & Inclusion) (*or designate*)
 - (xi) University Registrar (*or designate*)
 - (xii) Vice-Provost (Western International) (*or designate*)
 - (xiii) Vice-President Research (*or designate*)
- b) the following ex officio (non-voting) members
 - (i) Vice-President & Chief Librarian (*or designate*)
 - (ii) Director, Centre for Teaching and Learning (*or designate*)
 - (iii) Program Specialist, Graduate Student Life, Student Experience
 - (iv) Associate Director, Careers & Experience, Student Experience (*or designate*)
 - (v) Director, Academic Quality & Enhancement, Office of Vice-Provost (Academic Programs)
 - (vi) Communications Specialist, Office of Associate Vice-President (Equity, Diversity and Inclusion)
 - (vii) Postdoctoral Services Coordinator, School of Graduate and Postdoctoral Studies
- c) the following (voting) members, elected/appointed by each Faculty* ++:
 - (i) One Faculty Member who is a member of the School
 - (ii) One Graduate Chair (or equivalent from non-departmental faculties) who is a member of the School (see 2.0)

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- (iii) One Graduate Assistant (or comparable role with responsibility for graduate program administration)
- (iv) One Graduate Student

* Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

++ To the extent possible, representation from Faculties should be elected/appointed by peer constituents.

- d) the following elected/appointed (voting) members:
 - (i) One member of an Affiliated University College, appointed by the Affiliated University Colleges on a rotating basis (2 year cycles)
 - (ii) One Postdoctoral Scholar, chosen by the Postdoctoral Association at Western in consultation with Postdoctoral Services Coordinator of the School
- e) the following guests:
 - (i) Resource persons, as needed, will also be invited
 - (ii) Any member of the university community with an interest in graduate education is considered an observer member and may participate in the discussion but shall neither move/second motions nor vote

- 4.2 The term of office for elected members shall be one-year (renewable) for students and two years (renewable) for faculty/others, as set out in Senate By-Laws. The term of office for elected members shall normally be renewable once for a maximum of two sequential terms

The membership terms shall be so staggered that approximately even proportions of the faculty/other members retire each year

- 4.3 The seat of an appointed or elected member of Council may be declared vacant if the member during a membership year is absent from three regular meetings without having been granted Leave of Absence
- 4.4 The Council shall meet as required but at least twice annually: once in the fall term and once in the winter term, and at such other times as the Council, Chair, or Senate may prescribe.
- 4.5 As set out in Senate By-Laws, **quorum** shall be one-half of the voting members, including at least one-half of the elected or appointed members.
- 4.6 Approval of resolutions shall require a **majority of those voting** in a regularly constituted meeting of the Council.

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- 4.7 Senate delegates authority to the Council to approve and recommend policies as detailed in the Sep 16, 2022 Senate minutes. All policy changes shall be reported to Senate annually at the June meeting of Senate.
- 4.8 The Council may establish such committees as it considers necessary. The Council may delegate authority to its committees, but such committees shall be responsible to the Council.
- 5.0 The following standing committees of the Council shall, assist and advise the Vice-Provost on graduate affairs related to graduate education and postdoctoral study, including policy:
- Academic Policy Committee
 - Mentorship Advisory Committee
 - Postdoctoral Affairs Advisory Committee
 - Professional Development Advisory Committee

The terms of reference and composition of the standing committees are accessible on the SGPS website: grad.uwo.ca. They may be revised and committees added or deleted by the Graduate Education Council as it deems necessary.

The Vice-Provost or an Associate Vice-Provost shall chair the Academic Policy Committee. The Chairs of the Professional Development Advisory Committees, the Mentorship Advisory Committee, and the Postdoctoral Affairs Advisory Committee shall be appointed by the Vice-Provost.

PROGRAM GRADUATE AFFAIRS COMMITTEES

- 6.0 Each graduate program within the School shall establish a graduate affairs committee constituted in accordance with the size and needs of the graduate program to be administered. Such committees shall be responsible to the program concerned.
- 6.1 The membership of a graduate affairs committee must include:
- a) one or more graduate students elected or appointed, according to procedures determined by the program concerned,
 - b) a faculty member with membership in the School and who is actively engaged in graduate education to chair the committee, preferably for a period of two years or more,
 - c) the Graduate Chair (or equivalent), who may also be the chair of the committee
 - d) sufficient faculty members with membership in the School to reflect the size and scope of the graduate program.

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- 6.2 Consultation with students about matters of program policy is expected.
 - 6.3 Student members of the committee will be required to withdraw when matters concerning individual students are concerned.
- 7.0 The by-laws and regulations for the conduct of the proceedings of the Council, the standing Committees, and all other committees or subcommittees within the School shall be, where practicable, those adopted by Senate.
- 8.0 Proposed amendments to the Composition shall be circulated to all members of Council along with the agenda, at least one week in advance of the meeting in which approval will be sought. Approval shall be by a majority vote. If approved, the amendments shall be recommended to Senate for final approval.