

Subcommittee on Program Review – Graduate (SUPR-G)

Effective Date: November 8, 2024

Supersedes: July 1, 2021; September 2018; July 2014

Date of Next Review: Spring 2027

TERMS OF REFERENCE

To coordinate and assume responsibility for reviewing proposals for new graduate programs and to recommend approved proposals to the Senate Committee on Academic Curriculum and Awards (ACA) for consideration by Senate.

To coordinate and assume responsibility for reviewing proposals for major modifications to existing graduate programs and to recommend approved proposals to ACA for consideration by Senate.

To coordinate and assume responsibility for periodic reviews of existing graduate programs with a view to assessing their overall quality and making appropriate recommendations in light of these reviews to ACA and Senate.

To carry out all such reviews and appraisals, for Western University and the Affiliated University Colleges, in accordance with University Guidelines (<https://www.uwo.ca/pvp/vpacademic/igap//quicklinks/igap.html>) and the Quality Assurance Framework adopted by the Council of Ontario Universities (<http://oucqa.ca/resources-publications/quality-assurance-framework/>).

To provide annually, for information, the Annual Report of the Office of Academic Quality and Enhancement through ACA to the Senate and the Board of Governors.

To be mindful of the Truth and Reconciliation Commission's Calls to Action on Education (no. 62-65) and principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling its responsibilities, particularly the ways that approaches to decision-making can promote or impede the advancement of EDIDA principles.

COMPOSITION

Elected/Appointed:

One faculty member with experience in interdisciplinary graduate education, appointed by the Vice-Provost (School of Graduate and Postdoctoral Studies) for a two-year term

One representative of the Affiliated University Colleges who is responsible for graduate studies, appointed in consultation with the President concerned, on a two-year rotational basis*

Three graduate students elected by the Graduate Education Council (GEC)

Two faculty members, elected by GEC, who are Graduate Chairs or Graduate Committee members at the time of their election

Ex officio (voting):

The Associate Vice-Provosts (School of Graduate and Postdoctoral Studies), who shall be Co-Chairs and one of whom shall cast one vote

The Associate Dean (Graduate Studies) (or equivalent) for each Faculty/School (the School of Graduate and Postdoctoral Studies is not considered a School in this context)

Vice-Provost (School of Graduate and Postdoctoral Studies)

Vice-Provost and Associate Vice-President (Indigenous Initiatives)

Associate Vice-President (Equity, Diversity & Inclusion)

Chair, ACA (or designate)**

Ex officio (non-voting):

Vice-Provost and Chief Librarian

Director, Academic Quality & Enhancement

Director, Centre for Teaching and Learning

Vice-President Academic, Society of Graduate Students

University Secretary

* The representative of the Affiliated University Colleges may appoint a designate. The designate must be appointed for one year (July 1 to June 30) and must be knowledgeable about graduate studies at the Affiliated University College.

** the designate must be a member of ACA

GENERAL PROCESS FOR SENATE SUBCOMMITTEES

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat’s Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. b), the quorum shall be one-half of all voting members during September to May, and one-third of all voting members during, June, July and August.

Quorum September to May: 12 members

Quorum June to August: 8 members