

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES

Composition and Rules of Procedure

- 1.0 The academic and administrative head of the School shall be the Vice-Provost (Graduate and Postdoctoral Studies). The Vice-Provost shall be assisted by two Associate Vice-Provosts.
 - 1.1 Appointment of the Vice-Provost (Graduate and Postdoctoral Studies) shall be made in accordance with current University policy. Appointments to the positions of Associate Vice-Provost shall normally be for a term of three years, renewable. Recommendations for appointment of Associate Vice-Provost shall be made to the Provost & Vice-President (Academic) and the President & Vice-Chancellor by the Vice-Provost.
- 2.0 Members of the School of Graduate and Postdoctoral Studies shall be those persons with academic appointments at The University of Western Ontario who have been approved for membership in accordance with the policies and guidelines established by the Academic Policy and Regulations Committee. They shall normally be of the rank of assistant professor or above and shall be of such academic achievement and distinction as to enable them to undertake the instruction or supervision of students registered in the nominating graduate program. Where appropriate, the record of supervisory activity shall be a factor in these deliberations.
 - 2.1 Recommendations for membership in the School of Graduate and Postdoctoral Studies shall be upon nomination from the chair or director of the graduate program to the head of the nominee's home unit(s) (i.e., the Chair or Director of the Department, School, or program respectively, or the Dean in the case of Faculties without a Department or School structure).
 - 2.2 Graduate students shall be those students who have been admitted to the School of Graduate and Postdoctoral Studies in accordance with the policies and guidelines established by the Academic Policy and Regulations Committee, and who have formally registered in the School.
- 3.0 There shall be a Graduate Education Council of the School of Graduate and Postdoctoral Studies responsible to the Senate which shall:
 - (a) serve as a central forum to propose academic policies to be approved by Senate,
 - (b) guide the development of graduate and postdoctoral studies at Western, and
 - (c) provide a representative and open forum to give advice on any aspect of graduate education.

The Council shall be composed of:

(a) the following ex officio members:

- (i) Vice-Provost (Graduate and Postdoctoral Studies), who shall be Chair
- (ii) Associate Vice-Provosts (Graduate and Postdoctoral Studies)
- (iii) President & Vice-Chancellor
- (iv) Provost & Vice-President (Academic)
- (v) Associate Dean Graduate Affairs (or equivalent officer) from each Faculty
- (vi) President, Society of Graduate Students (SOGS)
- (vii) President, Postdoctoral Association at Western (PAW)
- (viii) University Librarian

- (ix) Chair, Senate Committee on Academic Policy and Awards
- (x) Associate Registrar (non-voting)
- (xi) Director, Teaching Support Centre (non-voting)

(b) the following elected/appointed members:

- (i) One faculty member from each Faculty who is a member of the School of Graduate and Postdoctoral Studies, chosen by the Faculty
- (ii) Six Graduate Chairs (or equivalent from non-departmental faculties), chosen by the Graduate Chairs
- (iii) Four graduate assistants, chosen by the Graduate Assistants
- (iv) One member of an Affiliated University College, appointed by the Colleges on a rotating basis (2 year cycles)
- (v) One graduate student from each Faculty, chosen by the Society of Graduate Students in consultation with the Faculty
- (vi) One postdoctoral fellow, chosen by the Postdoctoral Association at Western Resource persons, as needed, will also be invited.

Any member of the university community with an interest in graduate education may attend Graduate Education Council meetings as observers.

- 3.1 The Graduate Education 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.
 - 3.2 At meetings of Council a quorum shall consist of one half of the voting members except in the months of June, July and August when a quorum shall be one third of the voting members.
 - 3.3 The Council shall report to Senate according to Senate procedures on all matters concerning the School of Graduate and Postdoctoral Studies.
 - 3.4 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.
- 4.0 Each program within the School of Graduate and Postdoctoral Studies 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.
- 4.1 The membership of the graduate affairs committee must include: one or more graduate students who, shall be elected or appointed, according to procedures determined by the program concerned, person involved in graduate affairs to chair the committee, preferably for a period of two years or more. The person appointed or elected to chair the committee must have the approval of the head of his/her home unit(s) (as defined in 2.1) before accepting the position of chair. Consultation with students about matters of policy is expected. Student members of the committee will be required to withdraw when matters concerning individual students are considered.
 - 4.2 The Graduate Chair shall be elected or appointed, according to procedures determined by the program and Faculty concerned. The Graduate Chair should hold a level of SGPS

membership commensurate with the program's highest degree and should be actively involved in graduate activities and scholarly research.

5.0 The following standing committees of the Graduate Education Council shall, assist and advise the Vice-Provost on graduate affairs related to graduate education and postdoctoral study, including policy and regulations:

- Operations/Agenda and Nominations
- Academic Policy and Regulations
- Mentorship and Professional Development
- Postdoctoral Scholar Advisory Committee

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

All Chairs of standing committees shall be members of the Graduate Education Council.

6.0 The by-laws and regulations for the conduct of the proceedings of the Graduate Education Council, the Coordinating Committee, the standing Committees, and all other committees or subcommittees within the School shall be, where practicable, those adopted by Senate.

7.0 Proposed amendments to the Composition and Rules of Procedure of the School of Graduate and Postdoctoral Studies shall be circulated to all members of Council along with the Agenda, at least two weeks 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.

Revised June 2014