

GRADUATE PROGRAM COUNCIL BYLAWS

Applied Mathematics

Approved by YSGS Council

27/02/2014

Approved by Dean, YSGS

18/03/2014

Approved by the Academic Governance and Policy Committee of Senate

15/04/2014

Approved by Senate

06/05/2014

1. Definitions

Department: Department of Mathematics

Program: Graduate Program(s) from the Department of Mathematics

GPC: Graduate Program Council (Department of Mathematics)

GPC Chair: Chair of GPC

GPD: Graduate Program Director

Department Chair: Chair of the Department of Mathematics

Faculty: all full-time faculty members in the Department of Mathematics

Graduate Student: a student enrolled in the Program

YSGS: Yeates School of Graduate Studies

2. Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at Ryerson University. The GPC is the principle 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:

- 2.1. To develop and recommend policies relevant to the Program within the context of general University policies, especially those of the YSGS.
- 2.2. To contribute actively to the operation and long-term planning of the graduate program and YSGS through the creation of sub-committees, working groups and other mechanisms as deemed appropriate.
- 2.3. To ensure the graduate program remains current and relevant by recommending changes to the current curriculum and methods of delivery.
- 2.4. To provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the graduate program and YSGS.

3. Authority

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

- 3.1. The GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to this graduate program/Department/School/Faculty. 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.

- 3.2. The GPC may **approve** policy and procedures with significance and effect only in the program. The GPC must 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 consultations have occurred before endorsing the implementation of any policy or procedure.
- 3.3. 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.
- 3.4. The GPC may report directly to the YSGS Council on issues specific to the respective program, and/or matters of general interest. Department/School based programs should copy their respective Department/School Councils on such reports.
- 3.4. Input to committees:
 - 3.4.1. GPC and its committees will review all matters pertaining to their mandates on their own initiative.
 - 3.4.2. GPC may also request that committees review any particular matter.

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

- 3.5. The GPC will not enter into debate or take action on any matter that would violate the Ryerson University Act, or any policy of Senate.
- 3.6. 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.
- 3.7. The GPC does not have the authority to override decisions made by other Department/School Committees 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 Department Chair. The GPC is advisory to the Department Chair on matters that are contractually the responsibility of the GPC Chair.
- 3.8. In the event of a disagreement between the GPC and the Dean of YSGS, the disagreement will be referred by the disputants to the Vice-President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

4. Membership

In accordance with Policy 45, membership has been determined via a consultative process involving the GPD, affected Chair(s)/Director(s), affected faculty Deans, and the Dean, YSGS. GPC Membership includes the following:

- 4.1. The GPD
- 4.2. The Department Chair
- 4.3. All Faculty members who are members of the YSGS
- 4.4. One graduate student representative from each program of study (e.g. PhD., MSc.) elected by and from graduate students in that program of study.
- 4.5. The term of GPC membership is 1 year for students, they may stand for re-election.

5. GPC Chair

- 5.1. The GPC Chair will be elected by GPC members at the first meeting. The position of Chair will be re-elected at the beginning of each academic year.
- 5.2. The GPC Chair is responsible for (or ensuring that the following are conducted):
 - 5.2.1. Gathering an agenda, calling and conducting meetings, and confirming quorum (quorum is defined below in this document).
 - 5.2.2. Maintaining a written record of Council decisions, actions, and recommendations, and ensuring that a copy of these records is sent to the Graduate Program Administrator who will file the records and will make arrangements to file the documents with the YSGS Graduate Studies Assistant as well.
 - 5.2.3. Monitoring follow up to Council actions.
 - 5.2.4. Submitting relevant agenda items to applicable YSGS committees (if any) or to the YSGS Council.
- 5.3. The GPC Chair is an ex-officio member of all GPC committees.
- 5.4. The GPC Chair may request another council member to act as Chair on an interim basis.
- 5.5. There is no limit to the number of terms that a GPC Chair may serve, provided that an election is duly held each year.

6. GPC Procedures

- 6.1. Meetings will take place after an agenda has been set and the meeting called by the GPC Chair. Upon unanimous agreement among GPC members, discussions and follow ups may be taken outside meetings through electronic communication.
- 6.2. Meetings will be scheduled to permit sufficient time for submissions to be made, for information or approval where applicable, to other committees and councils. Additional meetings may be held at the call of the GPC Chair or at the request of the GPC members.
- 6.3. Notices of meetings will normally be distributed at least 5 days in advance.
- 6.4. Only faculty and student members of the GPC are voting members. The GPC Chair shall vote only in the event of a tie.
- 6.5. Quorum is at least 50% of the GPC membership.
- 6.6. Voting matters are normally decided by a simple majority of voting members present at a meeting.
- 6.7. Upon unanimous agreement among GPC members, decisions may be taken outside meetings through ballots distributed electronically or physically to all members.
- 6.8. A decision to amend GPC bylaws requires a two-thirds majority of voting members present at the meeting, and can be taken only after written notice has been provided to all members at least one week in advance of the meeting. There is no proxy voting, and GPC members must be in attendance at a GPC meeting to vote (except where 6.7 applies).

7. Standing Committees

Committees, their coordinators and working groups can be established at any time with the approval of the GPC, the mandates and authority are specified at the time of the creation. Where decision-making power is delegated to such a committee, their responsibilities and composition must be specified in these bylaws.

- 7.1. Membership to a committee is on a volunteer basis and should be approved by the GPC.
- 7.2. The term of office of members of any committee is 1 year from September 1 to August 31. There is no limit to the number of terms committee members may serve, provided that the member is re-elected every year.

The Standing Committees of the GPC are as follows:

7.3. Policy Committee

Mandate: The committee makes recommendations to the Graduate Program Director as well as to YSGS Council, or its relevant committees, on procedures, standards, and practices regarding graduate admissions and graduate studies, scholarships and awards, and graduate faculty membership. Items to be considered by the Policy Committee are:

- Recommend admissions criteria and procedures for the program;
- Recommend policies and practices for graduate student funding;
- Recommend scholarships and awards selection procedures;
- Develop program-specific criteria and procedures for program faculty membership and supervisory responsibilities;
- Review the graduate program's curriculum, and make recommendations pertaining to its integrity, coordination, relevance, currency, and methods of delivery;

Membership: Committee of the whole (i.e. members of the GPC are automatically members of this committee).

7.4. Research and Graduate Studies Committee (of GPC)

Mandate: The committee advises the Graduate Program Director and the Department Chair on the operation of the graduate program. Items to be considered by the Research and Graduate Studies Committee are:

- Review admissions applications and recommend admissions decisions and funding offers;
- Recommend allocation of graduate scholarships and awards;
- Recommend allocation of research assistant and graduate assistant positions;
- Assist with award nominations;
- Review and recommend the assignment of graduate courses to faculty members and instructors;
- Make recommendations on the use of the program's operating budget, e.g. for student conference travel support;
- Review student appeals and recommend appeal decisions;
- Review applications for membership in the program faculty, and to submit its recommendations to the Dean of YSGS;
- Review the program faculty membership on an annual basis and submit the list to the Dean of YSGS.

Membership: GPC Chair, GPD. The remaining of the committee members are the same as in the Research and Graduate Studies Committee (of the Departmental Council). Due to the confidential nature of the committee's responsibilities, there are no student members.

Clarification: implicit above is the fact that there are two Research and Graduate Studies Committees, one of the GPC and the other one of the Departmental Council. To avoid duplication of bureaucracy, we have used the same name for the committees and the same faculty membership (excluding students).

7.4. Ad Hoc Committees

- 7.4.1. The GPC may constitute ad-hoc committees to address specific topics.
- 7.4.2. Membership of ad-hoc committees will be determined at the time the committee is constituted.
- 7.4.3. Members will hold office until the report of the committee has been submitted to, and accepted by, the GPC, or until such time as the ad-hoc committee has been dissolved.