

**GRADUATE PROGRAM COUNCIL BYLAWS**

**Biomedical Physics**

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

Chair: Chair of Council, unless otherwise stated

Council: Graduate Program Council unless otherwise stated

Faculty: all full-time faculty members

Graduate Program: MSc and PhD in Biomedical Physics

Graduate Student: a student who is supervised, or co-supervised, by a faculty member associated with one's graduate program.

Active in the programs: someone who is currently involved in teaching, supervision of students, or administration in the graduate program.

Technical support staff: all technologists, technicians and lab supervisors in the Department of Physics who are involved in 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 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 Graduate Program within the context of general University policies, especially those of the Yeates School of Graduate Studies (YSGS).
- 2.2. To 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. 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. 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 and copy the Department of Physics Council on such reports.
- 3.5. Input to committees:
  - 3.5.1. GPC and committees will review all matters pertaining to their mandates on their own initiative.
  - 3.5.2. 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:

- 3.6. The GPC will not enter into debate or take action on any matter that would violate the Ryerson University Act, or any policy of Senate.
- 3.7. 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.
- 3.8. The GPC does not have the authority to override decisions made by other Department 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 Departmental Chair. The GPC is advisory to the Department Chair on matters that are contractually the responsibility of the Chair.
- 3.9. 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 Graduate Program Director (GPD).
- 4.2. The Department Chair.
- 4.3. All faculty members who are full YSGS members and who are active in the programs.
- 4.4. All Associate YSGS members and Adjunct members of the Department who are active in the programs, as non-voting members.
- 4.5. Three Graduate Student representatives with at least one from each program, elected by and from students in the graduate programs.
- 4.6. Technical support staff, as non-voting members.
- 4.7. The term of GPC membership will be 1 year for graduate students. All members may stand for re-election.
- 4.8. Graduate Program Assistant, as a non-voting member.

## **5. Duties of Office**

### **5.1 Chair**

- 5.1.1 The Chair of the GPC 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.
- 5.1.2 The GPC Chair is responsible for (or ensuring that the following are conducted):
  - a. Calling and conducting meetings, and confirming quorum.
  - b. Setting agendas.
  - c. Monitoring follow up to Council actions.
  - d. Submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council.
- 5.1.3 The GPC Chair is an ex-officio (non-voting) member of all GPC committees and sub-committees.
- 5.1.4 The GPC Chair may request another council member to act as Chair on an interim basis.

- 5.1.5 There is no limit to the number of terms that a GPC Chair may serve, provided that an election is duly held each year.

## 5.2 Secretary (non-voting)

- 5.2.1 Will be the Graduate Program Administrator.
- 5.2.2 Will be responsible for provision of written notice of Council meetings and distribution of the agenda one week prior to meetings.
- 5.2.3 Will be responsible for the compilation and distribution of the Minutes following meetings.
- 5.2.4 Will attend all meetings of Council and record and file all facts and minutes of all proceedings of the meetings.
- 5.2.5 Will maintain soft and master copies of the by-laws, procedures, and standing rules, revise them as Council approves changes, and ensure that the master copies are passed on to the succeeding secretary in a timely manner.

## 6. GPC Procedures

- 6.1. GPCs 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, for information or approval where applicable, to other committees and councils.
- 6.2. Additional meetings may be held at the call of the GPC Chair or at least 20% of the full Council membership. The meeting shall occur no fewer than three business days and no more than 14 days after the Council Chair receives the request.
- 6.3. Notices of meetings will normally be distributed at least 10 days in advance. The agenda will be distributed 2 days in advance.
- 6.4. Quorum is 50% of the GPC's voting membership, and the majority of the members present must be voting faculty members.
- 6.5. Voting matters are normally decided by a simple majority of voting members present at a meeting.
- 6.6. Decisions, with the exception of amendments to the GPC By-Laws, may be taken outside meetings through ballots distributed electronically or physically to all members.
- 6.7. All members are expected to attend Council and, where relevant, committee and sub-committee meetings. If voting members are unable to attend they are to inform the Chair of the GPC, relevant committee or sub-committee in advance of the meeting, or as soon as possible thereafter.
- 6.8. Every Council member may, by means of a written proxy, appoint another Council member to act at any Council meeting to the extent and with the power conferred by

the proxy. It is the responsibility of the Council member to provide the Council Chair and the proxy delegate with the written proxy at least one hour prior to the meeting.

- 6.9. Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant.
- 6.10. 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 10 days in advance of the meeting. There is no proxy voting.

## **7. Standing Committees**

Additional committees and working groups can be established at any time with the approval of the GPC. Membership of all committees and sub-committees is on a volunteer basis and should be approved by the GPC. The term of office of members of any committee or sub-committee is 1 year from September 1 to August 31. 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.

The Standing Committees of the GPC are as follows:

### **7.1 Curriculum**

- 7.1.1 Mandate: to make recommendations to the YSGS Council, or relevant subcommittee, regarding the following:
  - 7.1.1.1 Registration practices (course selection and approval);
  - 7.1.1.2 Standards for maintaining good standing (grades, continuous registration, etc.);
  - 7.1.1.3 Residency/post residency requirements;
  - 7.1.1.4 Procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;
  - 7.1.1.5 Time limits for completion of graduate programs;
  - 7.1.1.6 Definition of instructional offence and offences of conduct;
  - 7.1.1.7 Student appeal and petition mechanisms; and
  - 7.1.1.8 Graduation requirements and practices and convocation practices.
- 7.1.2 Committee Composition: GPD (voting), 2 faculty members who are full YSGS members and 1 student representative who is a member of the GPC.

### **7.2 Admissions and Scholarships**

- 7.2.1 Mandate:

- 7.2.1.1 To make recommendations to the YSGS Council, or relevant subcommittee, regarding recruitment mechanisms;
  - 7.2.1.2 To make recommendations to the YSGS Council, or relevant subcommittee, regarding procedures, practices and standards for admissions into the graduate programs, including academic and non-academic qualifications (ESL, standards, etc.);
  - 7.2.1.3 To make recommendations to the YSGS Council, or relevant subcommittee, regarding policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;
  - 7.2.1.4 To make recommendations to the YSGS Council, or relevant subcommittee, regarding sources of graduate student funding, e.g. internal scholarships, A.A.'s and R.A.'s;
  - 7.2.1.5 To make recommendations to the YSGS Council, or relevant subcommittee, regarding selection procedures;
  - 7.2.1.6 Review and evaluate student applications to the program and approve prospective students for circulation to the Biomedical Physics membership; and
  - 7.2.1.7 Review and rank applications for scholarship competitions as required by the program.
- 7.2.2 Committee Composition: GPD (non-voting) and 3 faculty members who are full YSGS members.

### **7.3 Program Membership**

- 7.3.1 Mandate:
- 7.3.1.1 To develop program-specific criteria and procedures for YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and approved by YSGS Dean;
  - 7.3.1.2 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; and
  - 7.3.1.3 To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.3.2 Committee Composition: GPD, Department Chair, 2 faculty members who are full YSGS members and 1 student representative who is a member of the GPC.
- 7.3.3 Procedures:
- 7.3.3.1 On an annual basis the GPD shall send the names of the PMC members and an updated list of YSGS membership to the YSGS Dean;
  - 7.3.3.2 The PMC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.

## **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.



APPENDIX I: Academic Council Policy 45

APPENDIX II: Yeates School of Graduate Studies Membership Policy