

## **GRADUATE PROGRAM COUNCIL BYLAW**

### **Master of Arts in Criminology and Social Justice**

Approved by the Interim Program Council  
8 December 2017

Approved by YSGS Program and Planning Committee  
28 February 2018

Approved by YSGS Council  
15 March 2018

Approved by Senate  
May 1, 2018

## **1. Definitions**

- 1.1. “Chair” means the Chair of the Graduate Program Council (GPC), unless otherwise stated.
- 1.2. “Council” or “GPC” means Graduate Program Council, unless otherwise stated.
- 1.3. “Department” means the Department of Criminology at Ryerson University, unless otherwise stated.
- 1.4. “Department Chair” means Chair of the Department of Criminology at Ryerson University, unless otherwise stated.
- 1.5. “Dean of YSGS” is the Vice Provost and Dean of the Yeates School of Graduate Studies.
- 1.6. ”faculty” (lower-case “f”) means all faculty (regular, adjunct, and affiliate) who are active in the program.
- 1.7. “Faculty” (upper case “F”) means an academic unit containing Departments/Schools.
- 1.8. “GPD” means Graduate Program Director.
- 1.9. “GPA” means Graduate Program Administrator.
- 1.10. “graduate program” or “program” means the Master of Arts in Criminology and Social Justice, unless otherwise stated.
- 1.11. “graduate student” means a student who is enrolled in this graduate program.
- 1.12. “YSGS” means the Yeates School of 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 principal 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 to:

- 2.1 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 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 Ensure the graduate program remains current and relevant by monitoring its curriculum on an ongoing basis; by considering the recommendations of the Curriculum and Studies Committee regarding appropriate changes to the current curriculum and methods of delivery, to enable the continued satisfaction of the program's objectives.
- 2.4 Provide an arena for the debate, discussion and dissemination of information on matters pertaining to the graduate program and the YSGS.
- 2.5 Make recommendations, subject to budgetary limitations, for the adequate promotion of the program through appropriate print and electronic promotional material.
- 2.6 Review annually the program's budget and, when required, make recommendations for amendment(s) to the Graduate Program Director.
- 2.7 Provide support for Department-based and other initiatives of relevance to the program including, but not restricted to, Visiting Scholars, student/faculty events, and special symposia.

### **3. Membership**

In accordance with Senate Policy 45 (Constitutional Provisions for Department/School Councils), membership has been determined via a consultative process involving the GPD, the Chair of the Department of Criminology, the Dean of the Faculty of Arts, and the Vice Provost and Dean, YSGS. GPC Membership includes the following:

- 3.1 The Graduate Program Director (GPD);
- 3.2 The Chair, Department of Criminology;
- 3.3 All faculty members who are current YSGS members in this program and active in any of the following capacities within a four (4) year period:
  - 3.3.1 teaching in the program; and/or
  - 3.3.2 serving as a Supervisor or Second Reader on a Major Research Paper; and/or
  - 3.3.3 serving on any of the standing or ad/hoc committees of this graduate program;
- 3.2 Two graduate student representatives in good academic standing in the program, elected each Fall semester by and from current graduate students in the program, using a nomination and election process that may be conducted in person or electronically. The Graduate Program Administrator (GPA) will oversee the election.
- 3.3 The GPA is to provide administrative support, but be a non-voting member of Council.

## 4. Authority

The GPC will operate in the spirit of policy adopted by Senate, in particular, Policy #45: Governance Councils, as amended by Senate from time to time.

- 4.1 The GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to this graduate program, housed in the Department of Criminology in the Faculty of Arts. 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 Vice Provost and Dean of YSGS, the YSGS Council and its standing committees.
- 4.2 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, and the Vice Provost and Dean of YSGS before implementing any policy or procedure. The Vice Provost and Dean of YSGS shall ensure that all consultations have occurred before endorsing the implementation of any policy or procedure.
- 4.3 The GPC may recommend and communicate policies and procedures with implications beyond the program. Affected Faculty Dean(s), and/or designate(s) must endorse recommended policies and procedures before they are submitted to the Vice Provost and Dean of YSGS and YSGS Council. The YSGS Council makes recommendations to Senate for approval.
- 4.4 The GPC may report directly to the YSGS Council on issues specific to the respective program, and/or matters of general interest. As a Department-based program, a copy of such reports will be provided to the Department Council of the Department of Criminology.
- 4.5 Input to committees:
  - 4.5.1 The GPC and its committees will review all matters pertaining to their respective mandates on their own initiative.
  - 4.5.2 The GPC may also request that any of its committees review any particular matter.

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

- 4.6 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.
- 4.7 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.
- 4.8 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 or the Department Council.

- 4.9 In the event of a disagreement between the GPC and the Vice Provost and Dean of YSGS that is not resolved through normal avenues of discussion, the disagreement will be referred by the disputants to the Provost and Vice-President Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

## **5. Chair of the Graduate Program Council**

- 5.1 The Chair of the GPC will be elected by GPC members at the first meeting of each academic year. All faculty members of the GPC, including the GPD, are eligible to be nominated and elected.
- 5.2 The Chair may delegate any of the following tasks, but is responsible for:
- 5.2.1 calling and conducting meetings, and confirming quorum;
  - 5.2.2 setting agendas;
  - 5.2.3 maintaining a written record of Council decisions, actions and recommendations, and ensuring that a copy of these records is shared with the GPC, and is filed with the GPA and thereby accessible to appropriate YSGS personnel;
  - 5.2.4 monitoring follow up to Council actions;
  - 5.2.5 submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council; and
  - 5.2.5 communicating with the Department Chair, Department Council and the YSGS on behalf of the GPC and/or its Executive Committee.
- 5.3 The GPD is, *ex officio*, a member of all committees and governance structures on the program. Where the GPC Chair, elected pursuant to Article 5.1 above, is not the GPD, they are also a member, *ex-officio*, of all GPC committees and sub-committees.
- 5.4 The GPC Chair is entitled to vote on all questions coming before the GPC and/or the Executive Committee. In the event of a tie, the Chair has a second, 'casting,' vote.
- 5.5 The GPC Chair may request another Council member to act as Chair on an interim basis.

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

## **6. GPC Procedures**

- 6.1 The GPC 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, and for information and/or approval, where applicable, to reach other committees and councils. Additional meetings may be held at the call of the GPC Chair, the Executive Committee, or at the request of any three (3) Council members.
- 6.2 Meeting notices will normally be distributed at least five (5) working days in advance.
- 6.3 Only faculty and elected student members of the GPC are voting members. The Graduate Program Administrator is to provide administrative support but be a non-voting member of Council.
- 6.4 Quorum is six (6) members, or such greater number as may be specified by Senate policy, and the majority of the members present must be faculty members of Council.
- 6.5 Faculty members on leave will not be counted in the quorum calculations unless present at the meeting either personally or via such other media as Council may permit
- 6.6 Decisions may be taken outside meetings through ballots distributed electronically or physically to all members.
- 6.7 Voting matters are determined by a simple majority.
- 6.8 All members are expected to attend Council and, where relevant, committee and sub- committee meetings. If members are unable to attend they are to inform the Chair of the GPC, relevant committee or sub-committee in advance of the meeting.
- 6.9 Any faculty Council member may attend, as a non-voting participant, a meeting of any committee, of which they are not a formal member. Any student Council member may attend, as a non-voting participant, any meeting of any committee that has students included in its formal membership.
- 6.10 A decision to amend GPC Bylaw requires a two-thirds majority of the members present and voting at the meeting, and can be taken only after written notice – including the text of the proposed amendment(s) – has been provided to all members at least 5 days in advance of the meeting.
- 6.11 Proxies are not permitted, and GPC members must be in attendance at a GPC meeting to vote (except where Article 6.5 applies).

## 7. Standing Committees

The Standing Committees of the GPC are as follows:

### 7.1 Executive Committee

#### 7.1.1 Mandate:

- 7.1.1.1 to exercise the functions of the GPC between meetings;
- 7.1.1.2 to work with the GPD to ensure the efficient and effective operation of the program;
- 7.1.1.3 to coordinate the activities of, and to consult with, the other standing committees;
- 7.1.1.4 to recommend, where appropriate, policy to the GPC;
- 7.1.1.5 to recommend to the GPC and/or, where appropriate, to relevant YSGS bodies, recruitment mechanisms and strategies;
- 7.1.1.6 to be consulted, and to advise the GPD, in the distribution of Research Assistant (RA) positions; and
- 7.1.1.7 to report regularly to the GPC on its activity.

7.1.2. **Chair:** The Chair of the Executive Committee will be the GPD.

7.1.3. **Composition:** The Executive Committee (EC) will consist of

- 7.1.3.1 The GPD;
- 7.1.3.2 The Chair of the GPC elected by the Council pursuant to Article 6.1 of this Bylaw, if someone other than the GPD;
- 7.1.3.3 Two (2) elected GPC faculty members. One faculty member will be elected prior to start of term each even-numbered year and the other prior to start of term each odd- numbered year. The faculty election process will be by way of a nomination and election process, which may be conducted in person or electronically;
- 7.1.3.4 One (1) graduate student member of the GPC is to be elected by current graduate students in the program and from the two GPC student members, using a nomination and election process that may be conducted in person or electronically. Student member will be elected in the Fall semester.
- 7.1.3.5 The Graduate Program Administrator is to provide administrative support to this committee but is a non-voting member.

7.1.4. **Terms of office:** For faculty, two years, and for students, one year.

7.1.4.1 Faculty terms begin 01st September in the year of election and expire two years later, 31st August. There is no limit to the number of terms faculty members may serve, provided the member is eligible to serve and is re-elected every two years.

7.1.4.2 Student elections will be held in Fall semester each year and terms expire 31st August.

7.1.5. **Sub-Committees:** The Executive Committee may establish such standing or ad hoc subcommittees as it may consider appropriate, but must specify, at the time the committee is constituted, its membership, Chair, terms of reference, and reporting relationship.

Notwithstanding the generality of the foregoing, there shall be one standing sub-committees as follows:

**7.1.5.1 Program Membership Sub-Committee (PMSC):**

**7.1.5.1.1 Mandate:**

7.1.5.1.1.2 to develop program-specific criteria and procedures for YSGS membership, which must be consistent with YSGS requirements and be approved by the Vice Provost and Dean of YSGS;

7.1.5.1.1.3 to review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Vice Provost and Dean of YSGS; and

7.1.5.1.1.4 to review annually and submit to the Vice Provost and Dean of YSGS, the list of those affiliated with the program

**7.1.5.1.2 Chair:** The GPD or designate shall chair the committee

**7.1.5.1.3 Composition:** the GPD; the Chair of the GPC (if someone other than the GPD); and the two (2) faculty members of the Executive Committee. The Graduate Program Administrator is to provide administrative support to this committee but is a non-voting member.

7.1.5.1.4 **Procedural matters:** Relevant GPC Procedures (Article 6.2, 6.3, 6.5, 6.6, 6.7, 6.8 and 6.10) will also pertain to its Executive Committee and sub-committees thereof. Quorum is one-half of the committee or sub-committee membership.

**7.2 Admissions, Scholarships and Awards**

**7.2.1 Mandate:**



- 7.2.1.1 to review applications submitted, and to establish a priority order for offers of admission to be extended;
- 7.2.1.2 to determine the number of, process to be used in awarding, and recipients of, admissions scholarships that are not granted automatically to incoming students;
- 7.2.1.3 to develop, implement, and periodically review (in consultation with YSGS bodies) procedures, practices, and standards for admission to the program, including academic and non-academic qualifications (e.g., ESL, program standards); and to develop, implement, and periodically review (in consultation with the appropriate YSGS bodies) program registration policies and procedures;
- 7.2.1.4 to develop, publicize, and administer selection procedures for any awards for which program students make application and for which program input is solicited; and
- 7.2.1.5 to fairly assess/adjudicate scholarship/award applications and make recommendations to the Executive Committee.

7.2.2. **Chair:** The GPD or designate shall chair the committee.

7.2.3. **Composition:** the GPD; the Chair of the GPC (if someone other than the GPD); and up to two (2) faculty members, elected by and from GPC faculty members by way of a nomination and elections process, which may be conducted in person or electronically. Should the nomination/election process fail to produce the necessary committee members, the GPD may appoint eligible faculty to fill any vacancies. The Graduate Program Administrator is to provide administrative support to this committee but is a non-voting member.

7.2.4. **Term of Office:** one (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.

7.2.5. **Procedural matters:** Relevant GPC Procedures (Article 6.2, 6.3, 6.5, 6.6, 6.7, 6.8 and 6.10) will also pertain to its Admissions, Scholarships and Awards Committee. Quorum is one-half of the committee membership.

### 7.3 Curriculum and Studies Committee

**7.3.1 Mandate:** to ensure that the graduate program remains current and relevant by monitoring the curriculum of the graduate program on an ongoing basis and by making recommendations to the GPC, regarding the following:

- 7.3.1.1 number and type of courses included in the program;
- 7.3.1.2 course development, review and content changes;

- 7.3.1.3 course requisites and delivery methods;
- 7.3.1.4 course registration practices (e.g. course selection and approval);
- 7.3.1.5 standards for maintaining good academic standing (e.g., grades, continuous registration);
- 7.3.1.6 residency/post residency requirements;
- 7.3.1.7 policy, procedures, and practices for graduate examinations;
- 7.3.1.8 enrolment status requirements and procedures;
- 7.3.1.9 time limits for completion of graduate programs; and
- 7.3.1.10 graduation requirements and practices and convocation practices.

7.3.2. **Chair:** The GPD or designate shall chair the committee.

7.3.3. **Composition:** The Curriculum and Studies Committee will consist of:

7.3.3.1. the GPD;

7.3.3.2. the Chair of the GPC (if someone other than the GPD);

7.3.3.3. the Department Chair

7.3.3.4. two (2) elected GPC faculty members; and

7.3.3.5. one (1) graduate student from the GPC, elected by current graduate students in the program, using a nomination and election process that may be conducted in person or electronically.

7.3.3.6. The Graduate Program Administrator will provide support to this committee but is to be a non-voting member.

7.3.4. **Term of Office:** one (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. Should the nomination/election process fail to produce the necessary committee members, the GPD may appoint eligible GPC members to fill any vacancies.

7.3.5. **Subcommittees:** The Curriculum and Studies Committee (CSC) may establish such standing committees as it may consider appropriated, but must specify, at the time the committee is constituted, its membership, Chair, terms of reference, and reporting relationship.

Notwithstanding the generality of the foregoing, there shall be one standing sub-committee as follows:

**7.3.5.1 Appeals Subcommittee:** To adjudicate student appeals and petitions, the Curriculum and Studies Committee (CSC) shall establish, as required, an Appeals Committee consisting of the GPD and two faculty Council members uninvolved in the appeal.

**7.3.5.2 Procedural matters:** Relevant GPC Procedures (Article 6.2, 6.3, 6.5, 6.6, 6.7, 6.8 and 6.10) will also pertain to its Curriculum and Studies Committee and any sub-committees thereof. Quorum is one-half of the committee or subcommittee membership.

## **8. Ad Hoc Committees**

- 8.1 The GPC and/or the Executive Committee may constitute additional committees from time to time to address specific topics. Membership, Chair, Terms of Reference, and reporting relationship of ad hoc committees will be determined at the time the committee is constituted.
- 8.2 Members will hold office until the report of the committee has been received by the body that created it, or until such time as the ad hoc committee has been dissolved