Graduate Studies
Ryerson University

Faculty of Arts
Ryerson University

Ryerson University

Department of Politics and Public Administration

GRADUATE PROGRAM COUNCIL BYLAW

Master of Arts in Public Policy and Administration

Approvals (v1)

Interim Program Council: 06 November 2014

YSGS Council: 11 November 2014

Academic Governance and Policy Committee of Senate: 06 January 2015

Senate: 27 January 2015

Approvals (v2)

Program Council: 17 January 2019

Dean of Arts: 18 March 2019

Dean of the YSGS: 18 March 2019

YSGS Council: 08 April 2019

Academic Governance and Policy Committee of Senate: 13 May 2019

Senate: 11 June 2019

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 Politics and Public Administration at Ryerson University, unless otherwise stated.

1.4. "Department Chair" means Chair of the Department of Politics and Public Administration at Ryerson University, unless otherwise stated.

1.5. "Dean of Arts" means the Dean of the Faculty of Arts.

1.6. "Dean of YSGS" means the Vice-Provost and Dean, Yeates School of Graduate Studies.

1.7. "faculty" (lower-case "f") means all faculty (regular, adjunct, and affiliate) who are active in the program.

1.8. "Faculty" (upper case "F") means an administrative unit containing Departments/Schools.

1.9. "GPD" means Graduate Program Director.

1.10. "GPA" means Graduate Program Administrator.

1.11. "graduate program" or "program" or "MPPA program" means the Master of Arts in Public Policy and Administration, unless otherwise stated.

1.12. "graduate student" means a student who is enrolled in this graduate program.

1.13. "University" (upper case "U") means Ryerson University.

1.14. "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. Take responsibility for the accreditation of the program by the Canadian Association of Programs in Public Administration (CAPPA).

2.6. Ensure, subject to budgetary limitations, the adequate promotion of the program through appropriate print and electronic promotional material.

2.7. Review annually the program's budget and, when required, make recommendations for amendment(s) to the Dean of Arts.

2.8. Provide support for Department-based and other initiatives of relevance to the program including, but not restricted to, the Ontario Public Service Fellow, Distinguished Public Servant in Residence, Executive-in-Residence Program of the Canada School of Public Service, the Deputy Minister Champion program of the Ontario and Canadian governments, Visiting Scholars, Ryerson University Public Policy and Administration Alumni Association, 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 Politics and Public Administration, the Dean of Arts, and the Dean, YSGS. GPC Membership includes the following:

3.1. The Graduate Program Director (GPD);

3.2. The Chair, Department of Politics and Public Administration;

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 Thesis or Major Research Paper; and/or

3.3.3. serving on any of the standing or *ad/hoc* committees of this graduate program;

3.4. Four graduate student representatives in good academic standing in the program, including at least one part-time student, 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. Part-time students may serve more than one year, but must be re-elected to each subsequent year.

3.5. The Graduate Program Administrator (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: *Constitutional Provisions for Department/School 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, which is housed in the Department of Politics and Public Administration 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) and/or designate(s), the 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) and/or designate(s), Faculty Council(s) where appropriate, 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.

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 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 Politics and Public Administration.

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 with 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 Dean of YSGS and/or the Dean of Arts 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. Graduate Program Director

5.1. The Graduate Program Director (GPD) – who must be a tenured faculty member – will be recommended by the Chair of the Department of Politics and Public Administration to the Dean of Arts for appointment. In formulating the recommendation, the Chair shall consult with the GPC Executive Committee and may consult with the GPC.

5.2. The conditions of employment of the GPD will be specified in a Letter of Appointment from the Dean of Arts.

5.3. The GPD is, *ex officio*, a voting member of all committees and governance structures of the program.

6. Chair of the Graduate Program Council

6.1. 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.

6.2. The Chair may delegate any of the following tasks, but is responsible for:

6.2.1. calling and conducting meetings, and confirming quorum;

6.2.2. setting agendas;

6.2.3. 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 University personnel;

6.2.4. monitoring follow up to Council actions;

6.2.5. submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council; and

6.2.6. communicating with the Department Chair, Department Council and the YSGS on behalf of the GPC and/or its Executive Committee.

6.3. As per Article 5.3 above, the GPD is, *ex officio*, a voting member of all committees and governance structures of the program. Where the GPC Chair, elected pursuant

to Article 6.1 above, is not the GPD, s/he is also a voting member, *ex-officio*, of all GPC committees and sub-committees.

6.4. 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.

6.5. The GPC Chair may request another Council member to act as Chair on an interim basis.

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

7. GPC Procedures

7.1. The GPC will meet at least twice per year, typically 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 five (5) Council members.

7.2. Meeting notices will normally be distributed at least three (3) working days in advance.

7.3. 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.

7.4. Quorum is eleven (11) members, or such greater number as may be specified by Senate policy, and

7.4.1. the majority of the members present must be faculty members of Council; and

7.4.2. at least two student members of Council must be present.

7.5. Decisions may be taken outside meetings through ballots distributed electronically or physically to all members.

7.6. 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.

7.7. Any faculty Council member may attend, as a non-voting participant, a meeting of any committee, of which s/he is 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.

7.8. 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.

7.9. Proxies are not permitted, and GPC members must be in attendance at a GPC meeting to vote (except where Article 7.5 applies).

8. Standing Committees

The Standing Committees of the GPC are as follows:

8.1. Executive Committee

8.1.1. *Mandate*:

8.1.1.1. to exercise the functions of the GPC between meetings;

8.1.1.2. to work with the GPD to ensure the efficient and effective operation of the program;

8.1.1.3. to coordinate the activities of, and to consult with, the other standing committees;

8.1.1.4. to recommend, where appropriate, policy to the GPC;

8.1.1.5. to recommend to the GPC and/or, where appropriate, to relevant University bodies, recruitment mechanisms and strategies;

8.1.1.6. to define instructional offences and offences of conduct;

8.1.1.7. to be consulted, and to advise the GPD, in the distribution of Graduate Assistant (GA) and/or Research Assistant (RA) positions; and

8.1.1.8. to report annually to the GPC on its activity.

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

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

8.1.3.1. The GPD;

8.1.3.2. The Chair of the GPC elected by the Council pursuant to Article 6.1 of this Bylaw, if someone other than the GPD;

8.1.3.3. Three (3) elected GPC faculty members. Two faculty members will be elected in May of each even-numbered year and a third in May of 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;

8.1.3.4. Two (2) graduate student members of the GPC (ideally, but not necessarily one full-time and one part-time student) are to be elected by and from the four GPC student members, using a nomination and election process that may be conducted in person or electronically. Student members will be elected in the Fall semester.

8.1.3.5. The Graduate Program Administrator is to provide administrative support to this committee but is a non-voting member.

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

    8.1.4.1.　Faculty terms begin September 01 in the year of election and expire August 31 two years later. 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.

    8.1.4.2.　Student elections will be held in Fall semester each year and terms expire August 31 of the following year. Full-time students may serve only one term. Part-time students may serve more than one term, but must be re-elected each subsequent year.

8.1.5. ***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 regularly one *ad hoc* committee and one standing sub-committee as follows:

    8.1.5.1.　**Appeals Subcommittee (*ad hoc*)**:

        8.1.5.1.1.　**Mandate**: To adjudicate student appeals and petitions

        8.1.5.1.2.　**Chair**: The GPD or designate shall chair the sub-committee.

        8.1.5.1.3.　**Composition:** the GPD and two faculty members of the Executive Committee or GPC, appointed by the GPD, who are uninvolved in the appeal.

    8.1.5.2.　**Program Membership Standing Sub-Committee (PMSC)*:***

        8.1.5.2.1.　***Mandate***:

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

            8.1.5.2.1.2.　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

            8.1.5.2.1.3.　to review annually and submit to the Dean of YSGS, the list of those affiliated with the program.

        8.1.5.2.2.　***Chair***: The GPD or designate shall chair the sub-committee.

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

8.1.6.   ***Procedural matters***: Relevant GPC Procedures (Articles 7.2, 7.3, 7.5, 7.6, 7.7, and 7.9) will also pertain to its Executive Committee and sub-committees thereof. Quorum is one-half of the committee or sub-committee membership.

8.2. Admissions, Scholarships and Awards

8.2.1.   ***Mandate***:

8.2.1.1.   to review applications submitted, and to establish a priority order for offers of admission to be extended;

8.2.1.2.   to determine the number of, process to be used in awarding, and recipients of, admissions scholarships that are not granted automatically to incoming students;

8.2.1.3.   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;

8.2.1.4.   to develop, publicize, and administer selection procedures for any awards for which program students make application and for which program input is solicited; and

8.2.1.5.   to fairly assess/adjudicate scholarship/award applications and make recommendations to the Executive Committee.

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

8.2.3.   ***Composition***: the GPD; the Chair of the GPC (if someone other than the GPD); and up to three (3) faculty members serving on the Executive Committee or, at their discretion, up to three (3) 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.

8.2.4.   ***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.

8.2.5.   ***Procedural matters***: Relevant GPC Procedures (Articles 7.2, 7.3, 7.5, 7.6, 7.7, and 7.9) will also pertain to its Admissions, Scholarships and Awards Committee. Quorum is one-half of the committee membership.

8.3. Curriculum and Studies Committee

8.3.1.   ***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:

8.3.1.1.   number and type of courses included in the program;

8.3.1.2.   course development, review and content changes;

8.3.1.3.   course requisites and delivery methods;

8.3.1.4.   course registration practices (e.g. course selection and approval);

8.3.1.5.   standards for maintaining good academic standing (e.g., grades, continuous registration);

8.3.1.6.   residency/post residency requirements;

8.3.1.7.   full-time and part-time status requirements and procedures;

8.3.1.8.   policy, procedures, and practices for graduate examinations, thesis requirements and thesis examination practices;

8.3.1.9.   enrolment status requirements and procedures;

8.3.1.10. time limits for completion of graduate programs; and

8.3.1.11. graduation requirements and practices and convocation practices.

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

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

8.3.3.1.   the GPD;

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

8.3.3.3.   up to three (3) faculty members serving on the Executive Committee or, at their discretion, up to three (3) 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.

8.3.3.4.   two (2) graduate student (ideally, but not necessarily one full-time and one part-time student) elected by and from the student members of the GPC, using a nomination and election process that may be conducted in person or electronically.

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

Should the nomination/election process fail to produce the necessary committee members, the GPD may appoint eligible GPC members to fill any vacancies.

8.3.4.   ***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.

8.3.5.   **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.

8.3.6.   ***Procedural matters***: Relevant GPC Procedures (Article 7.2, 7.3, 7.5, 7.6, 7.7, and 7.9) will also pertain to its Curriculum and Studies Committee and

any sub-committees thereof. Quorum is one-half of the committee or subcommittee membership.

9. Ad Hoc Committees

9.1. 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.

9.2. 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.