



**Graduate
Studies**

**Office of the
Vice-Provost
& Dean**

Approved by Graduate Program Council: March 9, 2021

Approved by YSGS Council: May 5, 2021

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1. Definitions

- 1.1 **Active in the Program:** YSGS members that are teaching regularly in, supervising students of, or active in the administration of, the Program.
- 1.2 **Chair:** Chair of the Graduate Program Council.
- 1.3 **Committee(s):** All Ad Hoc and Standing Committees of Council;
- 1.4. **Council:** Graduate Program Council.
- 1.5 **Faculty Member:** An RFA member who is Active in the Program.
- 1.6 **Field(s):** Biomedical Physics, CAMPEP Medical Physics, and Complex Systems.
- 1.7 **Graduate Student:** A student registered in the program.
- 1.8 **Program:** Graduate (Masters, Doctorate) Program in Physics.
- 1.9 **Technical support staff:** All technologists, technicians and lab supervisors in the Department of Physics who are offering support to the Graduate Program.

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

4.1 Voting members of Council

- 4.1.a. Graduate Program Director (GPD);
- 4.1.b. Chair of the Department of Physics;
- 4.1.c. All Faculty Members;
- 4.1.d. 2 Associate members of YSGS who are Active in the Program; and
- 4.1.e. 3 Graduate Students, one from each Field.

4.2 Non-voting members of Council

- 4.2.a. Associate and Adjunct members who are Active in the Program;
- 4.2.b. Graduate Program Administrator (GPA); and
- 4.2.c. Technical support staff.

4.3 Selection of voting members

- 4.3.a. Voting members of Committees must be voting members of Council, unless otherwise specified in the Committee's membership.
- 4.3.b. All elected positions to Council or its Committees are for a term of one year, from September 1 to August 31, but elected members can run again for election every year, with no limit on the number of terms they can serve, consecutively or not.
- 4.3.c. Faculty Members elected to serve on the various Committees or as the Chair of Council will be elected by and chosen from the Faculty Members, at the first Council meeting of the Fall semester. At that time, where necessary, the Chair of each Committee will also be elected by and chosen from the Faculty Members of each Committee.
- 4.3.d. The 2 voting Associate members of Council will be elected by and chosen from among themselves. If none can be found, the positions shall remain unfilled.
- 4.3.e. The 3 Graduate Student representatives will each be elected by and chosen from the Graduate Students. If none can be found from within each Field, that position shall remain unfilled.
- 4.3.f. If any position is vacant then attempts will be made to fill the position over the course of the year.

5. Duties of Office

5.1 Chair of Council

5.1.1. The Chair is responsible for conducting or ensuring that the following are conducted:

5.1.1.a. calling and conducting Council meetings, and confirming quorum;

5.1.1.b. setting agendas;

5.1.1.c. monitoring follow ups to Council actions; and

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

5.1.2. The Chair is an ex-officio (non-voting) member of all Council Standing and Ad Hoc Committees, unless otherwise specified.

5.1.3. The Chair may request that another Faculty member to act as Chair, on an interim basis.

5.2 Secretary (non-voting)

5.2.1. The Graduate Program Administrator will be the Secretary and is responsible for:

5.2.1.a. providing email notice of Council meetings and distributing the agenda one week prior to meetings;

5.2.1.b. attending all Council meetings, recording and filing all facts and minutes of its proceedings;

5.2.1.c. compiling and distributing of the Minutes following Council meetings;

5.2.1.d. maintaining soft and master copies of the bylaws, procedures, and standing rules, revising them as Council approves changes, and ensuring that the master copies are passed on to the succeeding Secretary in a timely manner; and

5.2.1.e. informing all Graduate Students and Associate members in September of each year, of the need to select their representatives, and notifying the Council of the results by the first meeting of Council (which the newly elected members should attend), or no later than the end of September.

6. Council Procedures

6.1. Council 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 discretion of the Chair or at the request of at least 20% of the voting Council membership. Council meetings shall occur no fewer than 3 business days and no more than 14 calendar days after the Chair receives the request.
- 6.3. Notices of meetings will normally be distributed at least 10 calendar days in advance of the scheduled Council meeting. The agenda will be distributed no less than 2 business days in advance.
- 6.4. Quorum is 50% of the voting Council members, not including proxy, and a majority of voting members present must be Faculty Members.
- 6.5. The Chair of Council is also a voting member of Council. The Chair of each Committee is also a voting member of the Committee, unless otherwise specified.
- 6.6. Voting ties in Council will be resolved through a second round of voting. If this process does not resolve the tie, the vote of the Chair of Council will count as two votes.
- 6.7. Voting ties in the Standing and Ad Hoc Committees of the Council will be resolved through a second round of voting. If this process does not resolve the tie, the vote of the Committee Chair will count as two votes.
- 6.8. A decision to amend the Program Council Bylaws requires a two-thirds majority of voting Council members in attendance (in-person or virtually) at the meeting, and can take place only after a written notice has been provided to all Council members at least 10 calendar days in advance of the meeting. There is no proxy voting.
- 6.9. Other than amendments to the bylaws, voting matters will be decided by a simple majority of voting members, whether they are in attendance at the meeting or voting via proxy.
- 6.10. Decisions, with the exception of amendments to the Council Bylaws, may be taken outside meetings through ballots distributed electronically or physically to all voting members.
- 6.11. All members are expected to attend Council meetings and, where relevant, Committee meetings. If voting Council members are unable to attend a meeting, they are to inform the Chair of Council or of the relevant Committee in advance of the meeting, or as soon as possible thereafter.
- 6.12. Every Council member may, by means of a written proxy, appoint another Council member to act at any meeting of the Council or its Committee, to the extent and with the power conferred by the proxy. It is the responsibility of the Council member to provide the meeting's Chair and the proxy delegate with the written proxy at least one hour prior to the meeting.
- 6.13. All Council members, voting or non-voting, may attend meetings of any Committee of which they are not a formal member, as a non-voting participant, with the exception of Graduate Students who cannot attend meetings of the Admissions Committee and the Scholarship and Awards Committee.

7. Standing Committees of Council

7.1 Curriculum Committee

7.1.1 Voting Members

- GPD (is the Committee Chair);
- 1 Faculty Member elected by and chosen from the Faculty Members of the Biomedical Physics Committee;
- 1 Faculty Member elected by and chosen from the Faculty Members of CAMPEP Accreditation Standards Committee;
- 1 Faculty Member elected by and chosen from the Faculty Members of the Complex Systems Committee; and
- 1 Council Graduate Student elected by and chosen from the Council Graduate Students.

7.1.2 Mandate

To handle periodic program reviews, curriculum changes, and more generally to make recommendations to the Council, or relevant subcommittee, regarding:

- 7.1.2.a. registration practices (course selection and approval);
- 7.1.2.b. standards for maintaining good standing (grades, continuous registration, etc.);
- 7.1.2.c. procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;
- 7.1.2.d. time limits for completion of graduate programs;
- 7.1.2.e. definition of instructional offence(s) of conduct;
- 7.1.2.f. mechanisms to handle Graduate Student appeals and petition; and
- 7.1.2.g. graduation requirements and practices, and convocation practices.

7.1.3 Procedure

The Committee will meet, as needed, at the request of the GPD or Council, to review all policies and documents under its mandate. Minutes of this meeting need not normally be kept. Any change approved by the Committee will be reported to Council by the Committee Chair for further discussion and approval.

7.2 Biomedical Physics Committee

7.2.1 Voting members

- 3 Faculty Members who are Active in the Program's Field of Biomedical Physics.

- 1 Council Graduate Student registered in the Field of Biomedical Physics.

7.2.2 Mandate

- 7.2.2.a. To review the educational program of the Biomedical Physics Field annually and take appropriate action to address improvements when needed.
- 7.2.2.b. To assess and monitor the strengths, weaknesses, needs, and long-term goals of the Biomedical Physics Field.
- 7.2.2.c. More generally, to review and oversee affairs, policies, procedures that are of direct relevance to or impact the Program's Field of Biomedical Physics.

7.2.3. Procedure

The Committee will meet at least once per year, preferably in the Fall of each year, to review all policies and documents under its mandate. The Committee Chair is responsible for calling all meetings, but the GPD and Council also have that authority. Minutes of this meeting need not normally be kept. Any change approved by the Committee will normally be reported by the Committee Chair to Council for further discussion and/or approval. Changes that have the potential to impact the Program beyond the Biomedical Physics Field can be referred, by Council, to the appropriate Committee, e.g. the Curriculum Committee, for further discussion and approval before it is referred back for consideration by Council.

7.3 CAMPEP Accreditation Standards Committee

7.3.1 Voting members

- GPD or their appointee (is the Committee Chair);
- Chair of the Department of Physics;
- 3 Faculty Members who are Active in the Program's Field of CAMPEP Medical Physics over the last 3 years;
- 2 Associate members of YSGS, that need not be voting members of Council, that are to be appointed by the GPD, and who are Active in the Program's Field of CAMPEP Medical Physics over the last 3 years, and are licensed to practice medical physics by an appropriate jurisdiction or are certified in a branch of medical physics by an appropriate certifying agency;
- 1 Council Graduate Student registered in the Field of CAMPEP Medical Physics.

7.3.2 Non-voting members

- Graduate Program Administrator (GPA);

7.3.3 Mandate

- 7.3.3.a. To develop and maintain well-defined and consistently applied metrics for evaluating student progress and performance in all CAMPEP Field courses and clinical practica, including distance learning courses.
- 7.3.3.b. To review the educational program of the CAMPEP Field annually and take appropriate action to address improvements when needed.
- 7.3.3.c. To assess and monitor the strengths, weaknesses, needs, and long-term goals of the CAMPEP Field.
- 7.3.3.d. To review and revise CAMPEP residency/post-residency requirements.
- 7.3.3.e. More generally, to review and oversee affairs, policies, procedures that are of direct relevance to or impact the Program's CAMPEP Medical Physics Field.

7.3.4 Procedure

The Committee will meet at least twice per year. The GPD is responsible for calling all meetings. Minutes of all meetings, including a summary of any actions that are proposed or taken, will be kept by the GPA. Any change approved by the Committee will normally be reported by the Committee Chair to Council, for further discussion and/or approval. Changes that have the potential to impact the Program beyond the CAMPEP Medical Physics Field can be referred, by Council, to the appropriate Committee, e.g. the Curriculum Committee, for further discussion and approval before it is referred back for consideration by Council.

7.4 Complex Systems Committee

7.4.1 Voting members

- 3 Faculty Members who are Active in the Program's Field of Complex Systems.
- 1 Council Graduate Student registered in the Field of Complex Systems.

7.4.2 Mandate

- 7.4.2.a. To review the educational program of the Complex Systems Field annually and take appropriate action to address improvements when needed.
- 7.4.2.b. To assess and monitor the strengths, weaknesses, needs, and long-term goals of the Complex Systems Field.
- 7.4.2.c. More generally, to review and oversee affairs, policies, procedures that are of direct relevance to or impact the Program's Field of Complex Systems.

7.4.3 Procedure

The Committee will meet at least once per year, preferably in the Fall of each year, to review all policies and documents under its mandate. The Committee Chair is responsible for calling all meetings, but the GPD and Council also have that authority. Minutes of this meeting need not normally be kept. Any change approved by the Committee will normally be reported by the Committee Chair to Council for further discussion and/or approval. Changes that have the potential to impact the Program beyond the Complex Systems Field can be referred, by Council, to the appropriate Committee, e.g. the Curriculum Committee, for further discussion and approval before it is referred back for consideration by Council.

7.5.1 Admissions Committee

7.5.1 Voting members

- 3 Faculty Members, representative of the Program's Fields.

7.5.2 Non-voting member

- GPD (is the Committee Chair; can only vote to break a tie)
- Graduate Program Administrator

7.5.3 Mandate

- 7.5.3.a. To make recommendations to the Council, the Council or its relevant subcommittee, regarding:
 - Graduate Student recruitment mechanisms;
 - procedures and standards for admissions of Graduate Students into the Program, including academic and non-academic qualifications (ESL, standards, etc.);

- policies and procedures for the funding of full-time and part-time Graduate Students, e.g., minimum levels, duration of financial commitment; and
- Graduate Student selection procedures.

7.5.3.b. To review and maintain documents outlining the procedures, standards and policies relating to Graduate Student selection for admission;

7.5.3.c. To review and evaluate prospective Graduate Student applications to the Program, to approve the circulation of their application to the Program's Supervisors.

7.5.3.d. To take part in setting or evaluating the need for additional admission requirements (e.g., additional course requirements) that can be included in the Program's admission offers, as per the procedures set by the Program, and only to the extent specified in said procedures.

7.5.4. **Procedures**

The work of this committee is primary done electronically (exchanging files, providing rankings). The Committee will meet at least once per year to review the procedures and deadlines, address Committee members' concerns that might have come up over that year. The GPD is responsible for calling Committee meetings.

7.6 **Scholarships & Awards Committee**

7.6.1 **Voting members**

- 3 Faculty Members, representative of the Program's Fields.

7.6.2 **Mandate**

7.6.2.a. To establish, review, and generally maintain the procedures, forms and deadlines for the various competitions wherever these are not set by the rules of the competition itself.

7.6.2.b. To review and rank Graduate Student applications for funding competitions (e.g., travel funds), scholarships and awards, as required by the Program.

7.6.3 **Procedures**

The work of this committee is primary done electronically (exchanging files, providing rankings). However, the Committee must meet at least once per year to review the procedures and deadlines for the various competitions, address Committee members' concerns that might have come up over that year. The Committee Chair is responsible for calling Committee meetings.

7.7 Program Membership Committee (PMC)

7.7.1 Voting members

- GPD (is the Committee Chair);
- Chair of the Department of Physics;
- 3 Faculty Members, representative of the Program's Fields; and
- 1 Council Graduate Student elected by and chosen from the Council Graduate Students

7.7.2 Mandate

The Mandate of this Committee is set out in the Yeates School of Graduate Studies Membership Policy.

7.7.3 Procedures

Procedures for this Committee are set out in the Yeates School of Graduate Studies Membership Policy. Additionally, the Committee will meet at least once per year, preferably in the Fall of each year, to review all policies and procedures under its mandate.

7.8 Ad Hoc Committees

Council may constitute ad hoc Committees to address specific topics. The membership, mandate and operational rules of the ad hoc Committees must be determined at the time of its constitution. Members serving on the ad hoc Committee will do so until the Committee's final report has been submitted to and accepted by Council, where applicable, or until the Committee is dissolved through a vote by Council, which can be initiated at the request of any Council member.