



**Graduate
Studies**

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

Graduate Program Council Bylaws

Psychology PhD/MA

Approved by Graduate Program Council: March 9, 2021

Approved by YSGS Council: May 5, 2021

Approved by Senate: June 1, 2021

1. Definitions

- 1.1. "Chair" is the Chair of the Department of Psychology
- 1.2. "Council Chair" is the Chair of the Graduate Program Council (GPC) of the Psychology MA/PhD program, as defined by this bylaw, unless otherwise stated.
- 1.3 "Department" is the Department of Psychology.
- 1.4. "Executive Committee" or "Executive" means the Executive Committee of the Psychology Graduate Program Council, as defined by this bylaw, unless otherwise stated.
- 1.5. Faculty Dean is the Dean of the Faculty of Arts
- 1.6. "faculty" (lower-case "f") means all faculty members represented by the Ryerson Faculty Association (RFA) who are active in the program.
- 1.7. "Faculty" (upper case "F") is an overarching academic unit, headed by a Dean that may comprise Departments or Schools or be structured according to a specific function (e.g., the Chang School, the Yeates School of Graduate Studies).
- 1.8. "GPD" means Graduate Program Director of the MA and PhD Psychology programs, as defined by this bylaw, unless otherwise stated.
- 1.9. "GPA" means Graduate Program Administrator, who provides administrative support to the Psychology MA and PhD programs.
- 1.10. "Graduate Dean" is the Dean of the Yeates School of Graduate Studies (YSGS).
- 1.11. "Graduate Student" means a student who is enrolled in the MA or PhD graduate program in Psychology at Ryerson University.
- 1.12. "Stream" means one of the two fields of study (i.e., Clinical or Psychological Science) available within the graduate programs in Psychology.
- 1.13 "RFA" is the Ryerson Faculty Association, representing all tenured, tenure-track, and limited term faculty at Ryerson.

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 the graduate programs. The specific mandate of the GPC of the MA and PhD programs in Psychology is to:

- 2.1. develop and recommend policies relevant to the graduate programs 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 programs and YSGS through the creation of committees, working groups and other mechanisms, as deemed appropriate;
- 2.3. ensure that the graduate programs remain current and relevant by monitoring the curriculum of the graduate programs on an ongoing basis, and by recommending and/or enacting changes to the current curriculum and methods of delivery as appropriate to ensure that they continue to satisfy the programs' objectives;
- 2.4. provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the graduate programs and the YSGS;
- 2.5. ensure, subject to budgetary limitations, the adequate promotion of the programs through appropriate print and electronic promotional material; and to
- 2.6. review annually the fiscal position of the program and, when required, make recommendations for adjustment(s) to the Faculty and Graduate Deans.

3. Authority

The GPC will operate in accordance with Senate Policy #45: Governance Councils. Without restricting the generality of the forgoing, the following sections of Policy #45 are of particular relevance: II: Scope and Authority; III: Purpose of the Policy; VI: Dispute Resolution, and Part 4 of Appendix A ("Council Procedures: Graduate Program Councils", especially section 4.2.: Roles and Responsibilities).

4. Council Membership

GPC Membership includes the following:

- 4.1 The Graduate Program Director (GPD) in Psychology who is, *ex-officio*, Chair of Council;
- 4.2 The Department Chair;
- 4.3 All faculty members in the Department of Psychology who are full members of the RFA and of the YSGS, active in any of the following capacities within a four (4) year period:

- 4.3.1. teaching in the graduate programs; **and/or**
- 4.3.2. serving on the comprehensive examination or thesis/dissertation committees of graduate students of the programs; **and/or**
- 4.3.3. serving on any of the standing or *ad hoc* committees of the graduate programs;
- 4.4. Two (2) MA student representatives; must include one student from each stream (Clinical and Psychological Science), elected annually by and from current MA students in their respective stream.
- 4.5. Two (2) PhD student representatives; must include one student from each stream (Clinical and Psychological Science), elected annually by and from current PhD students in their respective stream.
- 4.6. The Graduate Program Administrator (GPA), who will provide administrative support and be a nonvoting member of the Council.

5. Chair of Council

The Graduate Program Director is, *ex officio*, Chair of the GPC.

- 5.1 The Chair may delegate any of the following tasks, but is responsible for:
 - 5.1.1 calling and conducting meetings, and confirming quorum;
 - 5.1.2. setting meeting agendas;
 - 5.1.3. maintaining a written record of Council decisions, actions and recommendations, and ensuring that a copy of these records is shared with the GPC and filed with the GPA.
 - 5.1.4. monitoring follow-up to Council decisions;
 - 5.1.5. submitting relevant agenda items to applicable YSGS committees or to the YSGS Council; and
 - 5.1.6 communicating with the Faculty and Graduate Deans on behalf of the Program Council and/or its Executive Committee.
- 5.2. The GPD is, *ex officio*, a member of all committees and governance structures of the program.
- 5.3. The GPC Chair may designate another council member to act as Chair on an interim basis.

6. GPC Procedures

- 6.1. GPC will normally meet at least twice per year, once in each of the Fall and Winter terms. 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. Additional meetings may be held at the call of the GPC Chair, or at the request of any five (5) Council members.
- 6.2. Notices of meetings and the associated agenda package will normally be distributed at least 5 days in advance.
- 6.3 Only faculty and student members of the GPC and its committees are voting members. Staff may serve on the GPC or its committees but are nonvoting.
- 6.4. The Chair is entitled to vote on all questions coming before the GPC and/or any standing committee. In the event of a tie, the Chair has a second, "casting," vote.
- 6.5. Quorum is fifteen (15) members; and
 - 6.5.1. the majority of the members present must be faculty members of Council; and
 - 6.5.2. at least half of the student members of Council must be present.
- 6.6. Voting matters are normally decided by a simple majority of members attending (physically or via technology) and voting at a meeting.
- 6.7. Decisions may be taken outside meetings over email, or through ballots distributed electronically or physically to all members.
- 6.8. The nomination process for student membership – and elections, if there is more than one candidate per position – will take place in August of each year according to the following schedule:
 - 6.8.1. A call for nominations will be circulated to all graduate students in good academic standing no later than August 1 of each year, and nominations will be accepted for a period of 10 days, or the following Monday if the 10th day falls on a weekend);
 - 6.8.2. Voting will commence within (5) business days following the close of nominations and will continue for a period of 10 days (or the following Monday, if the 10th day falls on a weekend);
 - 6.8.3. If there is only one nominee for a position, that nominee will win by acclamation.

6.8.4. In the event of a tie, a runoff election will occur for the tied candidates

6.8.5. Results will be announced before the end of August.

6.9. All members are expected to attend Council and, where relevant, committee meetings. If members are unable to attend they are to inform the Chair of the GPC or relevant committee in advance of the meeting.

6.10. Any faculty Council member may attend a meeting of any committee, of which they are not a formal member, as a nonvoting participant. Any student Council member may attend, as a nonvoting participant, any meeting of any committee that has students included in its formal membership.

6.11. A decision to amend this Bylaw requires a two-thirds majority of the GPC 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.

6.12. Proxies are not permitted, and GPC members must be in attendance (physically or virtually) at a GPC meeting to vote (except where Article 6.7 applies).

6.13. Articles 6.4, 6.6, 6.7, 6.9, 6.10, and 6.12 also apply to all standing committees of the GPC.

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 programs;

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, policies, procedures, and practices to the GPC, the Faculty, and/or to relevant YSGS bodies;

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

7.1.2. Chair: The Chair of the Executive Committee shall be the GPD.

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

7.1.3.1. the Graduate Program Director (GPD);

7.1.3.2. the Chair of the Department of Psychology;

7.1.3.3. the Director of Clinical Training (DCT);

7.1.3.4. the Director of Psychological Science Training (DPST);

7.1.3.5. the Graduate Program Administrator (GPA) will provide support to this committee but is a nonvoting member.

7.1.4. Procedural matters: Quorum is 75% of the full voting membership of the committee and must include the GPD or designate.

7.2 Graduate Admissions Committee

7.2.1. Mandate:

7.2.1.1. to review the submissions of applicants and to establish a priority order for offers of admission to be extended;

7.2.1.2. to develop, implement, and periodically review (in consultation with the appropriate program and/or YSGS bodies) procedures, practices and standards for admission to the program, including academic and nonacademic qualifications (e.g., ESL, GREs, program standards).

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

7.2.3. Composition:

7.2.3.1. the Graduate Program Director (GPD);

7.2.3.2. the Director of Clinical Training (DCT);

7.2.3.3. the Director of Psychological Science Training (DPST);

7.2.3.4. two (2) faculty members appointed by the Department Chair in consultation with the GPD.

7.2.3.5. the Graduate Program Administrator (GPA) will provide support to this committee but is a nonvoting member.

7.2.4. Term of Office: One (1) year from 01 September to 31 August. There is no limit to the number of terms committee members may serve.

7.2.5. Procedural matters: Quorum is 75% of the full voting membership of the committee and must include the GPD or designate.

7.3. Clinical Program Committee (CPC)

7.3.1. Mandate:

- 7.3.1.1. to review and make recommendations on the readiness and suitability of clinical students applying for internship;
- 7.3.1.2. to support and advise the DCT regarding their responsibilities and duties to the clinical stream;
- 7.3.1.3. to recommend, where appropriate, policies, procedures, and practices to the GPD, executive committee, and/or GPC on any other matter relevant to the clinical stream;
- 7.3.1.4. to report annually to the GPC on its activity.

7.3.2. Chair: The Director of Clinical Training shall chair the committee.

7.3.3. Composition:

- 7.3.3.1. the Director of Clinical Training (DCT);
- 7.3.3.2. The Director of the Psychology Training Clinic;
- 7.3.3.3. Graduate Program Director;
- 7.3.3.4. Three faculty members from the GPC who supervise students from the clinical stream. At least two (2) of these faculty members must be registered clinical Psychologists. These faculty members will be appointed by the Department Chair by August each year, in consultation with the GPD and DCT.
- 7.3.3.5. One (1) graduate student (MA or PhD) from the clinical stream elected by and from the students of the clinical stream, using a nomination and election process that is normally conducted electronically. The student member may take part in all committee discussions but may not take part or be present for committee discussions concerning confidential student matters (e.g., approval of internship applications).
- 7.3.3.6. The Graduate Program Administrator will provide support to this committee but is a nonvoting member.

7.3.4 Term of Office: One (1) year from 01 September to 31 August. There is no limit to the number of terms committee members may serve.

7.3.5. Procedural matters: Quorum is one-half of the voting membership of the committee and must include the Chair of the CPC or designate.

7.4. Psychological Science Program Committee (PSPC)

7.4.1. Mandate:

7.4.1.1. to support and advise the DPST regarding their responsibilities and duties to the Psychological Science stream;

7.4.1.2. to recommend, where appropriate, policies, procedures, and practices to the GPD, executive committee, and/or GPC on any other matter relevant to the Psychological Science program;

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

7.4.2. Chair: The Director of Psychological Science Training (DPST) shall chair the committee.

7.4.3. Composition:

7.4.3.1. the Director of Psychological Science Training;

7.4.3.2. Graduate Program Director;

7.4.3.3. Three faculty members from the GPC who supervise students from the Psychological Science stream. Faculty members will be appointed by the Department Chair by August each year, in consultation with the GPD and DPST.

7.4.3.4. One (1) graduate student from the Psychological Science (PS) stream elected by and from the students of the PS stream, using a nomination and election process that is normally conducted electronically. The student member may take part in all committee discussions but may not take part or be present for committee discussions concerning confidential student matters.

7.4.3.5. The Graduate Program Administrator will provide support to this committee but is a nonvoting member.

7.4.4 Term of Office: One (1) year from 01 September to 31 August. There is no limit to the number of terms committee members may serve.

7.4.5. Procedural matters: Quorum is one-half of the voting committee membership and must include the Chair of the PSPC or designate.

7.5. Program Membership Committee (PMC)

7.5.1. Mandate:

- 7.5.1.1. to develop program-specific criteria and procedures for YSGS membership,
- 7.5.1.2. to review membership applications at the program level and to submit its recommendations to the Dean of YSGS in a timely manner;
- 7.5.1.3. to report annually to the GPC on its activity.

7.5.2. Chair: The GPD or designate shall chair the committee.

7.5.3. Composition:

- 7.5.3.1. the Graduate Program Director (GPD);
- 7.5.3.2. the Chair of the Department of Psychology;
- 7.5.3.3. the Director of Clinical Training (DCT);
- 7.5.3.4. the Director of Psychological Science Training (DPST);
- 7.5.3.5. the Graduate Program Administrator (GPA) will provide support to this committee but is a nonvoting member.

7.5.4. Procedural Matters: Quorum is 75% of the membership of the committee and must include the GPD or designate.

8. Ad Hoc Committees

The GPC and/or the Executive Committee may constitute additional committees from time to time to address specific topics. These may include, but are not restricted to, a conference committee, and a Periodic Program Review Committee. Membership, Chair, Terms of Reference, and reporting relationship of *ad-hoc* committees will be determined at the time the committee is constituted.

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.