

GRADUATE PROGRAM COUNCIL BYLAWS

MASTER OF SOCIAL WORK

Approved by School Council,
School of Social Work:
September 30, 2020

Originally Approved by YSGS
Council **November 30, 2020**

Approved by Vice-Provost
& Dean, YSGS
November 30, 2020

Approved by the Academic Governance and Policy Committee of Senate
January 12, 2021

Approved by Senate
March 2, 2021

1. Definitions

Chair: Chair of the Master of Social Work Graduate Program Council, unless otherwise stated

Council: Master of Social Work Graduate Program Council unless otherwise stated

Committee(s): All ad hoc and standing committees of Council

Faculty: all full-time RFA members who are active in the graduate program

Graduate Program: Master of Social Work

Graduate Student: a student who is enrolled in the Master of Social Work graduate program

Active in the programs: YSGS members who are teaching regularly in, supervising students of, or active in the administration of the program

2. Mission

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:

- 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 ensure that the School of Social Work's Mission is preserved.
- 2.5. 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 the School of Social Work Council, Director, affected Faculty Dean or designate(s), the Vice-Provost and 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, Dean of the Faculty of Community Services or designate(s), 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.
- 3.3. The GPC may **recommend and communicate** policies and procedures with implications beyond the program. The Dean of the Faculty of Community Services or delegate 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 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. The School of Social Work Council and the Dean of the Faculty of Community Services or delegate will be copied 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 School 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 Director of the School of School Work. The GPC is advisory to the Director on matters that are contractually the responsibility of the Director.
- 3.9. In the event of a disagreement between the GPC and the Dean of the Faculty of Community Services or the Vice-Provost and 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(s) (GPS or Co-GPD's)
- 4.2. The Director of the School of Social Work
- 4.3. Five (5) program faculty members who are active YSGS members **and** currently teaching regularly in, supervising students of, or active in the administration of the graduate program. This includes the Associate Director of Field (Placements) who works closely with both the GPD and Director of the School. Members will be elected by and from faculty by way of a fair and transparent method at the same time other committees are established.
- 4.4. A 3 Graduate Student representatives elected by and from graduate students in the program of study.
- 4.5. The Field (Placement) Manager. This person will be a non-voting member.
- 4.6. GPC membership may include others, but is not necessarily restricted to, instructor representatives, faculty representatives from other related programs, adjunct faculty, postdoctoral fellows, staff, students and alumni. They will be non-voting members.
- 4.7. The Graduate Program Administrator who will be a non-voting member of Council.
- 4.8. The term of GPC membership will be 1 year for faculty and staff, and 1 year for students.

5. Chair

- 5.1. The Chair of the GPC will be the Graduate Program Director(s).
- 5.2. The GPC Chair is responsible for (or ensuring that the following are conducted):
 - 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 filed with the YSGS Graduate Studies Assistant.

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.

5.3. The GPC Chair is an ex-officio member of all GPC committees and sub-committees.

5.4. The GPC Chair may request another council member to act as Chair on an interim basis.

5.5. There is no limit to the number of terms that a GPC Chair may serve.

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. Additional meetings may be held at the call of the GPC Chair or at the request of Council members.

6.2. Notices of meetings will normally be distributed at least 5 working days in advance.

6.3. Only faculty and student members of the GPC are voting members. The GPC Chair shall vote only in the event of a tie. Staff may serve on the GPC or its committees but are non-voting.

6.4. Quorum is 50% of the voting membership including a minimum of 3 program faculty members.

6.5. Voting matters are normally decided by a simple majority of voting members present at a meeting.

6.6. Decisions 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 subcommittee meetings. If members are unable to attend they are to inform the Chair of the GPC, relevant committee or subcommittee in advance of the meeting, or as soon as possible thereafter.

6.8. Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant.

6.9. 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 5 working days in advance of the meeting. There is no proxy voting, and GPC members must attend a GPC meeting to vote (except where 6.6 applies).

7. Standing Committees

Standing committees of the GPC are established by this bylaw, with their mandate and authority specified below. Other sub-committees may be established in accordance with GPC bylaws.

- 7.1. Additional committees, coordinator and working groups can be established at any time with the approval of the GPC.
- 7.2. Membership of all committees and subcommittees is on a volunteer basis and should be approved by the GPC.
- 7.3. The term of office of members of any committee or subcommittee is 1 year from September 1 to August 31. There is no limit to the number of terms committee and subcommittee members may serve, provided that the member is re-elected every year.

The Standing Committees of the GPC include but are not limited to:

7.4. Admissions

7.4.1 Mandate

7.4.1.1. To develop and review program-specific criteria and procedures for admissions, which must be consistent with YSGS requirements;

7.4.1.2. To review admissions applications at the program level in light of the criteria established, and to submit its recommendations to YSGS; and

7.4.1.3. To reach out to successful candidates, those on the waitlist and those not offered acceptance with offers and information in a timely manner.

7.4.2. Committee Composition: GPD, GPC Chair as ex- officio member, 4 faculty members

7.5. Scholarships and Awards

7.5.1. Mandate:

7.5.1.1. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;

7.5.1.2. To recommend sources of graduate student funding, e.g. internal scholarships, Teaching Assistance and Research Assistance. And;

7.5.1.3. Recommend selection procedures.

7.5.2. Committee Composition: GPD, GPC Chair as ex-officio member, 2 faculty members

7.6. Program Membership Committee

7.6.1. Mandate:

- 7.6.1.1. 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;
 - 7.6.1.2. 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
 - 7.6.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.6.2. Committee Composition: specify membership, GPD, GPC Chair as ex-officio member, 2 faculty members, and student representative.
- 7.6.3. Procedures
- 7.6.3.1. 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;
 - 7.6.3.2. The PMC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.

7.7. Ad Hoc Committees

- 7.7.1. The GPC may constitute ad-hoc committees to advise the GPC specific topics.
- 7.7.2. Membership of ad-hoc committees will be determined at the time the committee is constituted.
- 7.7.3. 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.