

## **YEATES SCHOOL OF GRADUATE STUDIES COUNCIL BYLAWS**

**Approved by YSGS PPC: 13/11/2019**

**Approved by YSGS Council: 20/11/2019**

**Approved by Senate: 28/01/2020**

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## Definitions and Acronyms

**Associate Dean:** Associate Deans with graduate responsibilities including Associate Deans, YSGS

**Council Chair:** Vice-Provost and Dean, YSGS

**Dean:** Dean of a Faculty (including the Vice Provost & Dean of YSGS) as specified in the text

**Faculty Member:** Member or associate member of the Ryerson Faculty Association

**Graduate Program Council (GPC):** the Graduate Program Council of a specific graduate program as defined by Senate Policy 45

**Graduate Program Director (GPD):** The Graduate Program Director or Associate Chair, Graduate Program of a specific graduate program

**Graduate Student:** individual currently taking one or more graduate courses or conducting graduate research under the supervision of a YSGS member

**Member:** Voting Member of YSGS Council

**Senate Policy:** Ryerson University Senate Policy

**YSGS Council:** Formal YSGS Council, as defined by Senate Policy

**YSGS Member:** Full, Associate or Emeritus member of YSGS as specified in the YSGS Membership Policy

## 1. Mandate

- 1.1. The Yeates School of Graduate Studies Council (YSGS Council), with approval of the Vice Provost and Dean, YSGS, reports to Senate on matters pertaining to graduate education including, but not restricted to:
  - 1.1.1. New graduate program development (fields, areas of emphasis);
  - 1.1.2. Major graduate curriculum changes;
  - 1.1.3. Graduate certificates and/or diplomas;
  - 1.1.4. Graduate program reviews; and
  - 1.1.5. YSGS policies that have university-wide effect.

## 2. Authority

- 2.1. The YSGS Council will operate in the spirit of policy adopted by Senate, in particular, Policy #45: Constitutional Provisions for Department/School Councils.
- 2.2. The YSGS Council, with approval of the Vice Provost and Dean, YSGS reports directly to Senate.
- 2.3. The YSGS Council will make recommendations to the Vice Provost and Dean, YSGS on GPC bylaws, which will then be submitted to Senate for approval. Recommendations regarding policy changes or changes to the Council's bylaws will be directed to Senate's Academic Governance and Policy Committee.
- 2.4. The YSGS Council receives reports on policy and procedures approved by GPCs that only have significance and effect at that level.
- 2.5. The YSGS Council receives reports and recommendations from YSGS Council sub-committees, and makes recommendations on policy and procedures that are specific to YSGS functions. Consultation with, and approval of, the Vice Provost and Dean, YSGS or designate is required before enacting these recommendations.
- 2.6. The YSGS Council recommends policies and procedures with university-wide implications to Senate. Consultation with, and endorsement by, the Vice Provost and Dean, YSGS and/or designate is required before submission to Senate.
- 2.7. In keeping with the scope and authority of Councils, the YSGS Council may make recommendations to the Vice Provost and Dean, YSGS on any matter pertaining to graduate education.
- 2.8. The YSGS Council will collaborate, communicate, and consult with Faculty Deans, GPCs, GPDs, D/SCs and others as necessary to ensure effective and proactive leadership and development of graduate education

- 2.9. Without prejudice to any policy of the Ryerson Senate, the authority of the YSGS Council will embrace these additional principles:
- 2.9.1. The YSGS Council will not enter into debate or take action on any matter that would violate the Ryerson University Act, or any policy of Senate.
- 2.9.2. The YSGS Council 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.
- 2.9.3. The YSGS Council does not have the authority to override decisions made by other governance bodies that do not report to it. The YSGS Council does, however, have the authority to discuss such decisions.

### **3. Membership**

- 3.1. The YSGS Council will be composed of no more than 20 members, consisting of:
- The Vice Provost and Dean, YSGS, ex-officio and non-voting, unless in the event of a tie (when necessary the Vice Provost and Dean, YSGS may designate the Associate Dean, Students Affairs or the Associate Dean, Programs as Chair in their stead)
  - The YSGS Associate Dean, Programs
  - The YSGS Associate Dean, Student Affairs
  - Seven (7) Graduate Program Directors (GPDs) selected by and from GPDs
  - One (1) representative, who must be an active YSGS member from each Faculty, appointed by the Associate Dean of the Faculty in consultation with the Vice Provost and Dean, YSGS
  - Two (2) graduate students, one masters and one doctoral, elected by and from masters and doctoral students respectively
  - One (1) member of the Graduate Student Union (GSU), selected by the GSU.
  - Staff may serve on the YSGS Council or its committees but are non-voting

### **4. Chair's Terms of Reference**

- 4.1. The Vice Provost and Dean, YSGS will serve as Chair of the YSGS Council.
- 4.2. The YSGS Council Chair is responsible for ensuring the following are conducted:

- 4.2.1. Calling and conducting meetings, and confirming quorum.
- 4.2.2. Setting agendas.
- 4.2.3. Ensuring that the following actions are taken:
  - Distributing the agenda and associated materials in advance of the Council meeting; and
  - Monitoring follow up to YSGS Council actions.

## 5. Procedures

- 5.1. The YSGS Council will meet at least twice per year, normally once during the fall term and once during the winter term.
- 5.2. A quorum is 50% of the YSGS Council's full membership.
- 5.3. The Chair may only vote in the event of a tie.
- 5.4. Voting matters are normally decided by a simple majority of voting members present at a meeting.
- 5.5. Decisions may be taken outside meetings through ballots distributed electronically to all members.
- 5.6. A decision to amend YSGS Council 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 days in advance of the meeting. There is no proxy voting, and YSGS Council members must be in attendance at a YSGS Council meeting to vote.
- 5.7. Notices of meetings will normally be distributed at least 5 days in advance.
- 5.8. The nomination process – and elections, if there are more candidates than positions for GPD representatives or Student representatives – will take place at the beginning of each academic year according to the following schedule:
  - 5.8.1. A call for nominations will be circulated to all faculty or students for the respective positions;
  - 5.8.2. Individuals will have a minimum of two business days to self-nominate;
  - 5.8.3. Electronic voting amongst the relevant bodies will be open for a minimum of two business days following the announcements of candidates;
  - 5.8.4. Candidates who receive the greatest number of valid votes for the position they are running for will become the elected representative.

## 6. Committees of YSGS Council

- 6.1. YSGS Council sub-committees (which may be Committees of the Whole) may be established, with mandate and authority specified at the time of the creation.
- 6.2. Where decision-making power is delegated to such a committee, their responsibilities and composition must be specified in these bylaws.
- 6.3. Membership of all standing committees and ad-hoc committees is on a volunteer basis and should be approved by the YSGS Council.
- 6.4. The term of office of members of any YSGS Council standing committee is generally 1 year, from September 1 to August 31.
- 6.5. There is no limit to the number of terms committee members may serve, provided that the member is re-elected or appointed each year.

### 6.6. Standing Committees of the YSGS Council

#### 6.6.1. Program and Policy Committee

- Mandate: to make recommendations to the YSGS Council, or relevant subcommittee, regarding the following:
  - Policy reviews and revision;
  - Procedures, practices and standards;
  - Program development;
  - Program review;
  - Admission and graduate requirements;
  - Curriculum Changes; and
  - Graduation requirements and practices and convocation practices.
- Committee Composition:
  - Vice Provost and Dean, YSGS, who shall serve as Chair;
  - Associate Dean, Student Affairs;
  - Associate Dean, Programs;
  - Associate Deans from each Faculty or Delegates; and
  - Additional up to two members may be appointed by the chair.

### 6.6.2. Scholarships and Awards Committee

- Mandate: To recommend policies and practices for graduate student funding, recommend sources for graduate student funding, recommend selection procedures.
- Committee Composition:
  - Associate Dean, Programs, who shall serve as co-chair;
  - Associate Dean, Student Affairs, who shall serve as co-chair;
  - Associate Deans from each Faculty;
  - Financial Awards Representative – ex-officio; and
  - Director, Business Administration – YSGS – ex-officio.

### 6.7. Ad-hoc Committees of the YSGS Council

- 6.7.1. YSGS Council may constitute additional committees to address a particular area of consideration within graduate education.
- 6.7.2. Ad-hoc committees and working groups can be established at any time with the approval of the YSGS Council.
- 6.7.3. A motion to establish an ad-hoc committee must include:
  - the proposed number of members on the committee;
  - quorum of the committee;
  - the chair;
  - names of proposed members of the committee;
  - reporting relationship; and
  - the committee report timeline.
- 6.7.4. Members of ad-hoc committees need not be members of YSGS Council.
- 6.7.5. The committee will serve until their final report has been received by YSGS Council, or until such time as the ad hoc committee has been dissolved by the Chair, YSGS Council.