

FGSR Council Policy Review Committee Terms of Reference

Purpose: The introduction of new graduate policies and the timely review of the existing policies are an essential part of the duties of the FGSR Council, and are vital to the continued health of the graduate education at the University of Alberta. The committee will provide an efficient means of bringing policy before the Council for approval.

Responsibilities: At the request of the Council or the Dean, FGSR, or at its own discretion, the Committee proposes or considers specific graduate policies, and where necessary will place before the Council proposed revisions of, amendments to, or deletions of existing policy. As part of its deliberations, the Committee may collect information from stakeholders and interested parties as well as other institutions.

Composition:

Voting Members:

1. The Dean, FGSR (*ex officio*) (Chair)
2. Vice Dean, FGSR (*ex officio*) (replaces one Associate Dean – aligns with portfolio)
3. Associate Dean, FGSR, appointed by the Dean,
4. Four Graduate Coordinators, elected by the FGSR Council
5. Vice President Academic GSA or delegate
6. One Graduate Student member of FGSR Council elected by the GSA
7. One Graduate Program Administrator (member of the FGSR Council), elected by the Graduate Program Administrators' Council

Non-voting Members:

1. Assistant Dean, Administration, FGSR (*ex officio*)
2. Policy and Governance Coordinator, FGSR
3. Graduate Ombudsperson

Roles and Responsibilities

- The Dean will select a Vice-Chair, who will serve for one year.
- FGSR resource person(s) will be added as necessary.
- The committee may invite guests to its meetings as it wishes.
- CHAIR: chair meetings of the FGSR Council Policy Review Committee
- VICE-CHAIR: will present proposals recommended by the Policy Review Committee to FGSR Council
- **Term of Service:** Normally the elected members will serve for two years.
- Elections to the Committee should occur in spring for following academic year.
- **Meeting Schedule.** Normally once monthly, dates to be determined by the Chair

Approved by Faculty of Graduate Studies and Research Council, September 13, 2017