

GRADUATE PROGRAM COUNCIL BYLAWS

Civil Engineering

Revision Approved by
YSGPS Council
December 5, 2022

Approved by Vice-Provost and Dean, YSGPS (formerly YSGS)
December 5, 2022

Approved by the Academic Governance and Policy Committee of Senate
February 21, 2023

Approved by Senate
March 7, 2023

Note: These bylaws have since been updated (Senate approval not required) to reflect the name change of the Yeates School of Graduate Studies to the Yeates School of Graduate and Postdoctoral Studies, effective January 23, 2024.

1. Definitions

Council: Graduate Program Council unless otherwise stated

Faculty member: a full-time faculty member in the Civil Engineering graduate program

GPA: Graduate Program Administrator

GPC Chair: Chair of Council, unless otherwise stated

ACG: Associate Chair for Graduate Studies

Graduate program: Civil Engineering graduate program

Graduate Student: student in the Civil Engineering graduate program who is supervised, or co-supervised, by a faculty member associated with this graduate program.

2. Mandate

Students and faculty members are partners in ensuring the successful functioning of graduate programs at Toronto Metropolitan 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 and Postdoctoral Studies (YSGPS).
- 2.2. To contribute actively to the operation and long-term planning of the graduate program and YSGPS 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 YSGPS.

3. Authority

- 3.1. The Civil Engineering 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 Council, Department Chair, the Dean of the Faculty of Engineering and Applied Science (FEAS) or designate, the Vice-Provost and Dean of YSGPS, the YSGPS 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 ACG, the Dean of FEAS or designate, Faculty Council(s) where appropriate, and the Vice-Provost and Dean of YSGPS before implementing

any policy or procedure. The Vice-Provost and Dean of YSGPS 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 FEAS or designate must endorse recommended policies and procedures before they are submitted to the Vice-Provost and Dean of YSGPS and YSGPS Council. The YSGPS Council makes recommendations for approval to the Senate.
- 3.4. The GPC may report directly to the YSGPS Council on issues specific to the respective program, and/or matters of general interest. The GPC will copy the Department 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 Toronto Metropolitan University 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 Toronto Metropolitan University Act, or any policy of the Senate.
- 3.7. The GPC will not enter into debate or take action on any matter that would violate Toronto Metropolitan University's and/or statutory confidentiality requirements in respect to students, faculty members 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 Department Chair. The GPC is advisory to the Department Chair on matters that are contractually the responsibility of the Department Chair.
- 3.9. In the event of a disagreement between the GPC and the Vice-Provost and Dean of YSGPS, the disagreement will be referred by the disputants to the Provost for action.

4. Membership

In accordance with Policy 45, membership has been determined via a consultative process involving the ACG, Department Chair, the Dean of FEAS, and the Vice-Provost and Dean, YSGPS. GPC Membership includes the following:

- 4.1. The Associate Chair for Graduate Studies.

- 4.2. The Department Chair.
- 4.3. All faculty members who are YSGPS full members **and** currently teaching regularly in, supervising students of, or active in the administration of the graduate program.
- 4.4. One Graduate Student representative from each program of study (i.e., a representative from each of the PhD, MASc, MEng programs) elected by and from graduate students in the Civil Engineering graduate program.
- 4.5. The Graduate Program Administrator and the Administration Manager who will be non-voting members of Council.
- 4.6. One non-voting member elected by and from the technical staff.
- 4.7. The term of GPC membership will be one year for technical staff and students. All members under these categories may stand for re-election.

5. GPC Chair

- 5.1. The Chair of the GPC will be elected by GPC members at the first meeting. The position of Chair will be re-elected at the beginning of each academic year.
- 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 Graduate Program Administrator.
 - 5.2.4. Monitoring follow up to Council actions.
 - 5.2.5. Submitting relevant agenda items to applicable YSGPS committees (e.g., Programs and Planning Committee) or to the YSGPS Council.
- 5.3. The GPC Chair may request another council member to act as Chair on an interim basis.
- 5.4. There is no limit to the number of terms that a GPC Chair may serve, provided that an election is duly held each year.

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. A quorum is 50% of the GPC's full membership, and the majority of the members present must be voting 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-third 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 be in attendance at a GPC meeting to vote (except where 6.6 applies).

7. Standing Committees

GPC sub-committees (which may be Committees of the Whole) may be established, with mandate and authority specified at the time of the creation.

- 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 are as follows:

7.4. Admissions and Recruitment

- 7.4.1. Mandate: to make recommendations to the YSGPS Council, or relevant subcommittee, regarding the following:
 - 7.4.1.1. Recruitment mechanisms;
 - 7.4.1.2. Procedures, practices and standards for admissions into graduate programs, including academic and non-academic qualifications;
 - 7.4.1.3. Admission application review and admission recommendations;
 - 7.4.1.4. Full-time and part-time status requirements and procedures; and
 - 7.4.1.5. New student orientation.
- 7.4.2. Committee Composition: ACG as the committee Chair, four faculty members (one from each of the Civil Engineering program fields).

7.5. Curriculum and Studies

- 7.5.1. Mandate: to make recommendations to the YSGPS Council, or relevant subcommittee, regarding the following:
 - 7.5.1.1. Curriculum and calendar changes;
 - 7.5.1.2. Graduate program periodic review;
 - 7.5.1.3. Registration practices (course selection and approval);
 - 7.5.1.4. Standards for maintaining good standing (grades, continuous registration, etc.);
 - 7.5.1.5. Residency/post residency requirements;
 - 7.5.1.6. Procedures and practices for graduate examinations, including candidacy examination, thesis requirements and thesis examination practices;
 - 7.5.1.7. Time limits for completion of graduate programs;
 - 7.5.1.8. Graduation requirements and practices and convocation practices.
- 7.5.2. Committee Composition: ACG as the Chair of the committee, four faculty members (one from each of the Civil Engineering program fields), and a graduate student representative.

7.6. Appeal

- 7.6.1. Mandate:
 - 7.6.1.1. Definition of instructional offence and offences of conduct;

- 7.6.1.2. Student appeal and petition mechanisms; and
- 7.6.1.3. Review of student appeals and petitions.
- 7.6.2. Committee Composition: ACG as the Chair of the committee and four faculty members (one from each of the Civil Engineering program fields).

7.7. Scholarships and Awards

- 7.7.1. Mandate:
 - 7.7.1.1. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment;
 - 7.7.1.2. To recommend sources of graduate student funding and awards, e.g. internal scholarships, stipend and graduate (teaching) assistantship, external awards from professional organizations and industrial partners;
 - 7.7.1.3. To recommend funding distribution;
 - 7.7.1.4. To rank scholarship applications at the program level; and
 - 7.7.1.5. To plan for graduate students awards recognition.
- 7.7.2. Committee Composition: ACG as the Chair of the committee, four faculty members (one from each of the Civil Engineering program fields), and GPA as an ex-officio non-voting member.

7.8. Program Membership Committee

- 7.8.1. Mandate:
 - 7.8.1.1. To develop program-specific criteria and procedures for YSGPS membership and supervisory responsibilities, which must be consistent with YSGPS requirements and approved by the Vice-Provost and Dean of YSGPS;
 - 7.8.1.2. To review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Vice-Provost and Dean of YSGPS; and
 - 7.8.1.3. To review the YSGPS membership list on an annual basis, ensure that YSGPS members and associate members are affiliated with Toronto Metropolitan University, and submit it to the Vice-Provost and Dean of YSGPS.
- 7.8.2. Committee Composition: ACG as the Chair of the committee, four faculty members (one from each of the Civil Engineering program fields), and a graduate student representative.
- 7.8.3. Procedures
 - 7.8.3.1. On an annual basis the ACG shall send the names of the committee members and an updated list of YSGPS membership to the Vice-Provost and Dean of YSGPS;

- 7.8.3.2. The committee shall review YSGPS membership applications and submit its recommendations, in accordance with YSGPS membership policy, to the Vice-Provost and Dean for approval.

7.9. Ad Hoc Committees

- 7.9.1. The GPC may constitute ad-hoc committees to address specific topics.
- 7.9.2. Membership of ad-hoc committees will be determined at the time the committee is constituted.
- 7.9.3. 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.