GRADUATE PROGRAM COUNCIL BYLAWS

School of Occupational and Public Health

Approved by YSGS Council
December 5, 2022

Approved by Vice-Provost & Dean, YSGS
December 5, 2022

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

Approved by Senate
March 7, 2023

1. Definitions

Chair: Chair of Graduate Program Council, unless otherwise stated

Council or GPC: Graduate Program Council, unless otherwise stated

Faculty: All full-time faculty members

Graduate Student: a student who enrolled in the School of Occupational and Public Health's graduate program.

2. Mandate

Students and faculty 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 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 provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the graduate program and YSGS.

3. Authority

The Occupational and Public Health (OPH) 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 the School of Occupational and Public Health (OPH). The GPC will collaborate in a transparent manner with related Department/School Council(s), Chair(s)/Director(s), the Dean of Community Services, 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, the Dean of Community Services, Faculty Council(s) where appropriate, 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 Community Services and/or designate(s)must endorse recommended policies and procedures before they are submitted to the Vice-Provost 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. Department/School based programs should copy their respective Department/School Councils 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 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 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 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/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 Graduate Program Director. The GPC is advisory to the Graduate Program Director on matters that are contractually the responsibility of the Director.

3.9. In the event of a disagreement between the GPC and GPD, the disagreement will be referred by the disputants to the Vice-Provost and Dean of YSGS. In the event of continuing disagreements, the matter shall be reported to the Provost 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 Vice-Provost and Dean, YSGS. GPC Membership includes the following:

4.1. The Graduate Program Director (GPD).

4.2. The Chair of the School of Occupational and Public Health. .

4.3. A minimum of 5 faculty members who are active YSGS members and currently teaching regularly in, supervising students of, or active in the administration of the

graduate program. Members will be appointed via the School's usual process of committee membership.

4.4. Graduate student representatives from each year (one representative from year 1 of study and one representative from year 2 of study).

4.5. The Graduate Program Administrator (GPA) who will be a non-voting member of Council.

4.6. GPC membership may include others as determined by bylaw, including faculty members from related departments/schools and adjunct faculty, as long as they are active or associate members of YSGS. Other staff may serve on the GPC or its committees, but are non-voting, unless voted upon by the GPC.

4.7. The term of GPC membership will be 2 years for faculty and staff, and 1 year for students. All members may stand for re-election.

5. 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 GPA.

5.2.4. Monitoring follow up to Council actions.

5.2.5. Submitting relevant agenda items to applicable committees (e.g., Admissions) or to OPH.

5.3. The GPC Chair is an ex-officio member of all GPC committees and sub-committees. If the GPD is not the GPC Chair, the GPD is also ex-officio members of 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, 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 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 GPC's full membership, and the majority of the members present must be voting faculty members.

6.5. Voting matters are 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 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. Where decision-making power is delegated to such sub-committees, their responsibilities and composition must be specified in these bylaws. If sub-committees are deemed appropriate by the GPC, consideration should be given to those areas (e.g., curriculum, scholarship and awards, admissions) included in the YSGS governance structure. Other subcommittees 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 are as follows:

7.4. Admissions and Studies

7.4.1. Mandate: to make recommendations to the YSGS 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 (ESL, standards, etc.);

7.4.1.3. Registration practices (course selection and approval);

7.4.1.4. Standards for maintaining good standing (grades, continuous registration, etc.);

7.4.1.5. Full-time and part-time status requirements and procedures;

7.4.1.6. Procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;

7.4.1.7. Time limits for completion of graduate programs;

7.4.1.8. Definition of instructional offence and offences of conduct;

7.4.1.9. Student appeal and petition mechanisms; and

7.4.1.10. Graduation requirements and practices and convocation practices.

7.4.1.11. Continuous improvement of curriculum including the Periodic Program Review

7.4.2. Committee Composition: GPD/GPC Chair as ex-officio member, 4 faculty members, 1 second-year student representative.

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, as available.

7.5.1.3. Recommend selection procedures.

7.5.2. Committee Composition: GPD/GPC Chair as ex-officio member, 3 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 the Vice-Provost and Dean of YSGS;

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 Vice-Provost and Dean of YSGS; and

7.6.1.3. To review the YSGS membership list on an annual basis and submit it to the Vice-Provost and Dean of YSGS.

7.6.2. Committee Composition: GPD/GPC Chair as ex-officio member, 3 faculty members

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 Vice-Provost and Dean of YSGS;

7.6.3.2. The PMC shall review YSGS membership applications and submit its recommendations to the Vice-Provost and Dean of YSGS for approval.

7.7. Ad Hoc Committees

7.7.1. The GPC may constitute ad-hoc committees to address 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.