

QUEEN'S UNIVERSITY

School of Environmental Studies Graduate Program Guide

Graduate Program Committee

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ENSC GRADUATE PROGRAM COMMITTEE

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ENSC Graduate Program Committee

COMPOSITION:

The Graduate Program Committee will include the Graduate Coordinator (Chair), at least three faculty members representing as well as possible the diverse disciplines of School faculty members, the graduate program assistant and a representative from each year of the graduate students. The Chair and faculty members will be appointed by the Director of the School for 3 to 5 year periods, negotiated recognizing sabbatical leaves and other administrative responsibilities, and re-visited annually. The graduate program assistant is appointed indefinitely as part of their regular responsibilities, and the student members are appointed annually.

Sub-committees of the Graduate Program Committee may be formed to deal with the annual admissions process, curriculum change, appeals of decisions, etc. The formation of such committees is at the discretion of the Graduate Chair.

MANDATE:

The Graduate Program Committee reports to the School of Environmental Studies and is responsible for:

- Developing and overseeing all policies and procedures related to the graduate program,
- Recommending and developing any changes to the curriculum
- Reviewing and approving all applications for admission
- Reviewing and approving all requests for funding
- Reviewing and approving all marks, theses, reports or other indicators of performance
- Nominating the annual list of graduands
- Developing indicators of performance and success of graduate students and of the graduate program itself
- Receiving appeals of academic decisions and advising students on how to proceed
- Developing rankings for external (e.g. NSERC, OGS, OGSST) and various internal awards

The committee will meet monthly during the academic year, and at least once between June and September of each year, to manage any business that arises. Minutes of each meeting will be kept and all recommendations for changes to the graduate curriculum, policies of the graduate program, the annual admissions list, and the graduates list will be presented to the School for formal approval.

GRADUATE CHAIR'S RESPONSIBILITIES:

The Graduate Chair (GC) is appointed by the Director and oversees all aspects of the program for 3 to 5 year term and is responsible for curriculum, admissions, regulations, exams and awards. The "committee of the whole" and all subcommittees of the graduate program are chaired by the GC. As well, the GC sits on Division committee(s) and Graduate Council and reports to the School on any significant developments that occur in their Division or Graduate Council meetings.

- Accepts or rejects applications for admission into program and provides estimates of enrolment to the *School of Graduate Studies*
- Resolves any problems associated with student/supervisor conflicts. in accordance with the SGS regulations
- Organizes a Head's Delegate for student defenses.
- Encourages regular supervisory meetings of all graduate students (i.e. at least yearly) and recommends changes to minimum guaranteed graduate stipend.
- Conducts a three-hour TA training session at the beginning of each academic year.
- Submits a yearly report on TA training, development and assessment and ensures that students are treated fairly in their TA-ships which are allocated in conjunction with the Graduate Committee.
- Reports to the OCGS on the activities and progress of program every seven years, and organizes external reviews.

GRADUATE PROGRAM ASSISTANT RESPONSIBILITIES:

Under the direction of the Graduate Chair (GC), the Graduate Program Assistant (GPA) administers the daily operation of the Master of Environmental Studies (MES) graduate program and acts as the departmental resource person for the graduate program.

Duties include:

- Coordination of the graduate application process. The GPA is the first point of contact with potential students and circulates applications of potential students to interested faculty.
- Maintaining a graduate section of the School website www.queensu.ca/ensc complete with program advertising and coordination with the on-line resources of the *School of Graduate Studies*
- Monitoring dates and deadlines for the graduate program such as mark submissions, degree lists, funding for students, calendar revisions and scholarship competitions.

- Advising graduate students on all aspects of their program and assisting in timely completion of requirements.
- Compiling and collecting data for the Ontario Council of Graduate Studies (OCGS) accreditation report.
- Organizing the graduate functions within the department (e.g. Teaching Assistant (TA) Training Session).
- Co-ordinating departmental graduate course evaluations and TA evaluations
- Supports and advises the Graduate Program Committee and the Graduate Coordinator
- Develops and annual budget and recommends awards and stipends
- Develops lists of student for graduate awards and recommends award priorities
- Administers all TA and QGA stipends and other awards
- Maintains student records from first application to final graduation.