



Senate Committee on Academic Development
Report to Senate – Meeting of May 20, 2009

**Proposal to introduce Governing Framework for Graduate Studies
at Queen's University**

Introduction

The proposal to endorse the Governing Framework for Graduate Studies at Queen's University was reviewed by the Senate Committee on Academic Development (SCAD) at its meeting April 29, 2009 and May 7, 2009. J. Deakin, Associate Vice-Principal and Dean of the School of Graduate Studies and Research (SGSR), attended the April SCAD meeting to speak to the proposal and answer questions from members of SCAD. A copy of the framework document is attached to this report.

Analysis and Discussion

The following should be noted:

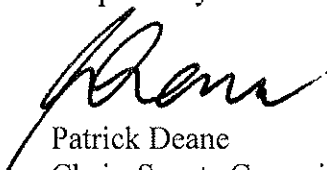
- SCAD's Final Report to Senate on the Recommendations for Governance of the SGSR was approved by Senate at the meeting of February 26, 2009;
- the proposed Governance Framework, if approved, will replace the *Constitution of the School of Graduate Studies and Research, Queen's University at Kingston*; this constitution was first established in 1971;
- the framework introduces operational guidelines for the governance structure for the SGSR, pursuant to recommendation A, B, and C of the motion on February 26, 2009;
- a process of transition and adaptation will occur whereby the SGSR, in close consultation with the Faculties, will determine mutually appropriate timelines and give consideration to protecting key functions within each Faculty.

Conclusions/Recommendation

Recommendation:

SCAD recommends that Senate rescind the *Constitution of the School of Graduate Studies and Research, Queen's University at Kingston* established in 1971. Furthermore, SCAD recommends that Senate endorse the Governing Framework for Graduate Studies, which describes the overall shape and operations of the School of Graduate Studies as envisaged by the proposed and approved changes to the governance structure.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Deane', written over the printed name.

Patrick Deane
Chair, Senate Committee on Academic Development

Committee Members:

Members

C. Baker
J. Coates
P. Deane (Chair)
M. Hoidas
M. Lombardi
D. McKeown
K. O'Brien (Secretary)
P. Oosthuizen
M. Roberts
D. Stockley
M. Whitehead

Governing Framework for Graduate Studies

Queen's University

School of Graduate Studies

April 2009

This document provides the governance framework for graduate studies resulting from the governance changes to the School of Graduate Studies and Research that were approved by the Senate of Queen's University on February 26, 2009. This document replaces the *Constitution of the School of Graduate Studies and Research, Queen's University at Kingston* (last revision date September 24, 1998 and approved at the October 22, 1998 meeting of Queen's Senate).

Governing Framework for Graduate Studies Queen's University

Table of Contents

Background	3
Purpose of the SGS	3
Membership in the SGS	4
The Graduate Studies Executive Council (GSEC)	5
Faculty Graduate Councils and Committees	6
Fellowship Committee	7
Academic Appeal Board	7
Scholarships and Awards	8
New Graduate Programs and the Appraisal of Established Programs	8
Degree Completion	9
 Appendix One	 10
Final Report to Senate on the Recommendations for Governance of the School of Graduate Studies and Research	
Appendix Two	15
Membership and Associate Membership, SGS	
 Appendix Three	 16
Areas of Responsibility for Executive Officers of the SGS	
 Appendix Four	 17
Graduate Departments: Roles and Responsibilities	
 Appendix Five	 19
Faculty Graduate Councils and Committees: Composition, Roles and Responsibilities	
 Appendix Six	 20
Governance Chart, School of Graduate Studies	

Background

This document provides the governance framework for graduate studies resulting from the governance changes to the School of Graduate Studies and Research that were approved by the Senate of Queen's University on February 26, 2009 (see Appendix One). This document replaces the *Constitution of the School of Graduate Studies and Research, Queen's University at Kingston* (last revision date September 24, 1998 and approved at the October 22, 1998 meeting of Queen's Senate).

In 1943, the Senate constituted the Queen's University Board of Graduate Studies. This was reconstituted into the School of Graduate Studies in 1963 and expanded to include the research component in 1971. In 1990, the increasing importance of research led to the creation of a joint position of Dean of Graduate Studies and Vice-Principal (Research). This continued until 1995, when a separate portfolio of Vice-Principal (Research) was established.

The School of Graduate Studies and Research name reflected the jurisdictions over which the graduate school had responsibility and authority when it was established. Following the creation of the Vice-Principal (Research) portfolio, the responsibility for all aspects of the research enterprise, exclusive of graduate student research, was moved to the VPR. In the interests of providing clarity and being accurate, the SGSR was renamed the School of Graduate Studies as part of governance changes approved by Senate in February 2009.

In November 2007, the position of Dean, Graduate Studies and Research, was expanded to include the responsibilities and title of Associate Vice-Principal and Dean, Graduate Studies and Research (now, AVP/Dean, SGS) to reflect the university wide scope of graduate education at Queen's.

Purpose of the SGS

Under the auspices of Senate, the School of Graduate Studies (SGS) in concert with the Faculties/Schools is responsible for the conduct of graduate studies at Queen's University. Its mandate is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research. It fulfills the mandate in collaboration with Faculties/School through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study, and completion of degree requirements and through the support of graduate students. Specific responsibilities follow:

- Setting policy concerning all graduate (masters' and doctoral) degree programs, graduate certificate and diploma programs within its jurisdiction and subject to the authority of Senate;
- Making recommendations to the Senate and the Vice-Principal (Academic) concerning the development and operation of graduate studies and graduate education;
- Ensuring adherence to program quality assurance standards;

- Ensuring adherence to institutional and external program approval and on-going audit requirements;
- Ensuring compliance with provincial government regulations as they relate to program quality, program approval, and program funding requirements;
- Graduate enrollment planning and management;
- Working with graduate programs to develop and support recruitment strategies;
- Admission of students to graduate degree programs and qualifying students for subsequent admission to graduate degree programs;
- Supporting graduate student achievement;
- Monitoring the progress of graduate students at the university, overseeing the maintenance of academic standards, and recommending to Senate the awarding of graduate degrees;
- Appointing and convening the Fellowship Committee;
- Appointing and convening the Academic Appeal Board;
- Managing Queen's graduate student awards;
- The publication of the Calendar of the School, and of all official publications concerning graduate work within the jurisdiction of the School.

The design, implementation and oversight of graduate curriculum is a shared responsibility between the Graduate Studies Executive Council (see below) and the Faculty Graduate Councils/Committees (see below).

Membership in the SGS

Members of the School (see Appendix Two):

Executive Officers, SGS (appointed by the Principal, see Appendix Three for responsibilities)

- Associate Vice-Principal and Dean, School of Graduate Studies
- Associate Deans, School of Graduate Studies

Faculty Associate Deans (Graduate Studies) and Graduate Coordinators

- The Associate Deans (Graduate Studies) in the Faculties/Schools of the University:
 - Faculty of Applied Science
 - Faculty of Arts and Science
 - Faculty of Education
 - Faculty of Health Sciences
 - Faculty of Law
 - School of Business
- Graduate Coordinators from each graduate department/program at the University

Tenured, tenure track and Emeritus Faculty, Heads of Graduate Departments and Emeritus Professors

- Instructors of graduate courses in the current academic year, or either of the two preceding academic years
- Supervisors of graduate students in the current academic year, or either of the two preceding academic years
- Heads/Directors of Departments/Programs offering graduate degree programs

Graduate Students

All students registered in the School of Graduate Studies at Queen's.

Associate Members: (see Appendix Two):

The following are eligible to be made Associate Members of the School:

Research Professionals

Investigators employed by the University

Post Doctoral Fellows

Individuals who are designated as post doctoral fellows by virtue of their appointment as such by the University

The Graduate Studies Executive Council (GSEC)

The Role of the Graduate Studies Executive Council

GSEC performs the following functions:

- Ensures that the Faculty Graduate Councils/Committees establish and follow appropriate procedures to carry out their responsibilities associated with graduate programs within the Faculty/School;
- Reviews and revises departmental and faculty regulations pertaining to graduate studies in their areas, in matters related but not limited to: admissions standards for graduate studies, graduate degree requirements, progress through the graduate degrees, completion of degree requirements, appeals of graduate students;
- As appropriate, refers new programs to Faculty Graduate Councils/Committees for consideration and discussion;
- Reviews program proposals from Faculty Graduate Councils/Committees for recommendation to University Senate;
- As needed, appoints sub-committees to deal with issues related to graduate studies;
- Advises the Dean or Associate Deans on matters affecting graduate studies;
- Considers matters referred to it by the Dean or Faculty Graduate Councils/Committees;
- Considers matters referred to it by the Standing Committees of GSEC;
- Considers matters referred to it by Senate and/or committees of Senate;
- Reviews and approves decisions, as required, made at Faculty Graduate Councils/Committees

- Calls and organizes a Forum of all members of the SGS at least 2 times per academic session. The AVP/Dean of the SGS will serve as Moderator of this Forum.

Decisions made by GSEC are either recommended or provided as information to Senate and Senate subcommittees as required by SGS or university regulations, and to the Faculty Graduate Councils/Committees.

The Dean of SGS (or delegate) shall serve as Chair of GSEC.

Membership on GSEC

The Graduate Studies Executive Council (GSEC) comprises the following:

- Associate Vice Principal and Dean, SGS (Chair)
- Associate Deans, SGS
- Senior Officer, SGS
- Associate Deans of Graduate Studies of the Faculties/School
- Chairs of the Faculty Graduate Councils
- Society of Graduate and Professional Students (SGPS) President or delegate
- A graduate student Senator

Faculty Graduate Councils and Committees

The Faculty-based Graduate Councils for departmentalized faculties are responsible for the following:

- Student matters including advanced standing, promotion, withdrawal and appeals;
- Establishing and following a clear process for Master's oral thesis examinations;
- Recommend to GSEC new programs and modifications to existing programs;
- Other roles and responsibilities as detailed in Appendix Five.

Faculty-based Graduate Councils for departmentalized faculties include at least the following members:

- All graduate coordinators of graduate programs within the Faculty
- An Associate Dean of the Faculty assigned by the Faculty office
- An Associate Dean of the SGS assigned to that Faculty
- A graduate student from the Faculty
- A Senior Officer of the SGS
- An Associate Dean from the SGS will serve for the departments in the SGS (i.e. SPS and SURP)

Each Council will appoint a Chair who will also be a member of GSEC.

Each non-departmentalized faculty (the Faculty of Education, the Faculty of Law and the School of Business) shall have a faculty graduate committee to develop and/or review changes to graduate degree program curriculum, student requests for additional time-to-completion, etc. and other roles and responsibilities outlined in Appendix Five. An Associate Dean of the Graduate

School shall be a member of the graduate committee. The Associate Dean (Graduate) of the Faculty serves as Chair. The non-departmentalized faculties' Graduate Committees will function with the same responsibilities as the faculty Graduate Councils, and like those Councils, are subject to the oversight of the GSEC as required.

SGS Fellowship Committee

The Fellowship Committee is responsible for the following:

- Adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required
- Reporting its decisions to GSEC
- Subject to the authority of the Senate, approving and determining the terms and condition of awards of fellowships, scholarships and prizes established in the SGS, and amend the conditions of award of any fellowships, scholarships or prizes established in the School, due regard being given to the wishes of the donor
- Submitting annually to GSEC for approval a schedule governing the awarding of fellowships during the following year

Members include:

- The AVP and Dean and Associate Deans of the SGS
- Representatives from each of the Faculty Graduate Councils
- Representatives from each non-departmentalized Faculty Graduate Committee

Two graduate students, who are members of the SGS, to be named by the Society of Graduate and Professional Students, shall be Associate members; except for meetings devoted to the awarding of fellowships, which they may not attend, the student Associate members shall have full membership privileges.

The Fellowship Committee elects its own Chair annually. A senior officer of the SGS serves as Secretary to the committee. The Secretary does not have a vote on the committee.

SGS Academic Appeal Board

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or examination committee decisions cannot be overturned but alternative actions (including the possibility of further examinations) may be mandated. Appeal procedures are published in the Calendar of the SGS.

The Academic Appeal Board decision is final with the only exception being the right of further appeal to the Senate Grievance Board when the appeal is based on grounds of unfair procedures or allegations of bias.

The SGS appoints the following to be members of an appeal board panel:

- Representatives from each Faculty Graduate Committee, and alternates from each Faculty Graduate Committee (from departments different than the principal members) nominated by the Dean of the Faculty/School.

- Student representatives from each Faculty Graduate Committee and alternates (from departments different than the principal members) nominated by the SGPS
- Representatives from each non-departmentalized Faculty Graduate Committee nominated by the Dean of the Faculty/School.
- One student representative for all non-departmentalized faculties, nominated by the SGPS

Members of the panel serve three-year terms and are then eligible for re-appointment. The SGS appoints, for a three-year term, one faculty member to act as Chair and another to act as an alternate Chair (in the event of a conflict-of-interest situation or a multiplicity of hearings).

For each appeal, the Academic Appeal Board consists of one member of faculty and one student selected from the appeal board panel and representing the Faculty Council or Committee of the appellant, and the Chair or alternate Chair. Each member of the Academic Appeal Board has a vote.

A senior officer of the SGS serves as Secretary to the Academic Appeal Board and does not have vote. The Secretary will notify members of the panel of the formation of an Academic Appeal Board; he or she shall notify an alternate member in cases where there is a conflict of interest or there is a multiplicity of hearings.

Scholarships and Awards

The School:

- Determines policy regarding financial support through scholarships, awards, fellowships, doctoral minimum guarantee, and other kinds of financial assistance, to graduate students
- Develops and administers financial support to graduate students/departments
- Administers applications to, payments of and documentation for, external awards competitions, including CIHR, NSERC, SSHRC, OGS and others.

Graduate students may also be eligible for bursaries, awards and other financial assistance under the responsibility of the Office of the University Registrar.

New Graduate Programs and the Appraisal of Established Programs

The School:

- Lead internal and external quality assurance processes for all graduate programs
- Determine the viability and/or advisability of the establishment of new graduate programs at the university, in consultation with Vice-Principal (Academic), the Faculty Graduate Councils/Committees and GSEC;

- Determine the advisability of the discontinuation of graduate programs at the university in consultation with the Faculty Graduate Councils/Committees and GSEC; and makes recommendations to Senate as to same;

Degree Completion

The School:

- Establishes procedures for doctoral examinations.
- Establishes procedures for master's examinations with process managed by Faculty Graduate Councils/Committees.
- Notifies students of the successful completion of degree requirements
- Through GSEC, recommends to Senate the awarding of graduate degrees for those candidates who have completed the requirements for each graduate degree

Appendix One

Senate Committee on Academic Development
Report to Senate – Meeting of February 26, 2009

Final Report to Senate on the Recommendations for Governance of the School of Graduate Studies and Research

Introduction

The Senate Committee on Academic Development (SCAD) reviewed the recommendations of the SCAD Sub-Committee for the Review of the Governance Structure of the School of Graduate Studies and Research (SGSR) at its meetings of November 26, 2008 and January 21, 2009. J. Deakin, Associate Vice-Principal and Dean of SGSR, B. Brouwer, Associate Dean of SGSR, and M. Corbett, Director, Admissions and Student Services for SGSR, attended the meetings to speak to the recommendations and to answer any questions from the members of SCAD. The document entitled “Recommendations for Governance of the School of Graduate Studies and Research” is attached as Appendix A.

Background and Mandate

The Sub-Committee for the Review of the Governance Structure of the SGSR was established in early 2006 and the Terms of Reference of the Sub-Committee and its membership are attached as Appendix B.

From February 2006 to February 2007, the Sub-Committee engaged in a period of review, research and analysis, which included consultation with: Faculty Deans; Directors of the Schools of Policy Studies and Urban and Regional Planning; representatives of the Society of Graduate and Professional Students (SGPS); and, Queen’s University Post-Doctoral Fellows Association.

An Interim Report was presented to Senate at its meeting of September 20, 2007. In October 2007, SCAD undertook a process to seek broad consultation with members of the Queen’s community. The Chair of SCAD sought the services of a consultant who provided an evaluation of the comments and feedback for consideration by SCAD. There was extensive interviewing and consultation with all constituents affected by these recommendations.

Analysis and Discussion

SCAD endorses the process of reform for the governance structure of the SGSR, as generally described in Appendix A. While recommendation #3 of that Appendix requires no change to the existing arrangements, recommendations #4, #5, #6 are identified for attention outside the reform process.* Therefore, three recommendations remain which are fundamental to reform of the SGSR, and SCAD recommends that Senate approve the following:

A. That a Graduate Studies Executive Council (GSEC) be created that would be comprised of the following:

- Dean of SGSR;
- Associate Deans of SGSR (2);
- **A senior staff representative from the SGSR;**
- Associate Deans of the Faculties (6);
- Chairs of the Graduate Councils (4);
- SGPS President or delegate (1);
- **Graduate Student Senator (1).**

B. That the existing Divisional structure be replaced by Faculty-based Graduate Councils. For departmentalized Faculties, membership in these Councils should include at least the following:

- all graduate coordinators of graduate programs within the Faculty;
- an Associate Dean of the Faculty assigned by the Faculty office;
- an Associate Dean of the SGSR assigned to that Faculty;
- SGPS graduate student from the faculty;
- a senior staff representative from the SGSR.

C. That the SGSR be renamed the School of Graduate Studies (SGS).

*SCAD recommends that the Vice-Principal (Academic) attend separately to the following:

- responsibility, authority, accountability and resources for interdisciplinary graduate programs;
- location of the School of Urban and Regional Planning and the School of Policy Studies;
- an administrative solution that addresses the unique requirements and status of Post-doctoral Fellows during their tenure at Queen's.

APPENDIX A

Recommendations for Governance of the School of Graduate Studies and Research

August 29, 2007

Executive summary of recommendations:

Recommendation #1

The creation of a Graduate Studies Executive Council (GSEC) that would be comprised of the following:

- Dean of SGSR
- Associate Deans of SGSR (2)
- A senior staff representative from the SGSR
- Associate Deans of the Faculties (6)
- Chairs of the Graduate Councils (4)
- SGPS President or delegate (1)
- Graduate Student Senator (1)

Recommendation #2

The existing Divisional structure be replaced by Faculty-based Graduate Councils. For departmentalized Faculties, membership in these Councils would be comprised of the following:

- all graduate coordinators of graduate programs within the Faculty,
- an Associate Dean of the Faculty assigned by the Faculty office,
- an Associate Dean of the SGSR assigned to that Faculty
- Graduate student from the Faculty
- A senior staff representative from the SGSR

Recommendation #3

Maintain the general structure of Fellowship Committee and Appeals Board with modification to the membership of these to accommodate Recommendation #2 and ensure representation from non-departmentalized faculties.

Recommendation #4

Locate the responsibility, authority, accountability and resources for interdisciplinary graduate programs within the SGSR.

Recommendation #5

That the Schools of Urban and Regional Planning, and Policy Studies, are decoupled from the School of Graduate Studies and are housed in the Faculty of Arts & Science.

Recommendation #6

That senior administration find an administrative solution that addresses the unique requirements and status of Post-doctoral Fellows during their tenure at Queen's.

Recommendation #7

That the School of Graduate Studies and Research (SGSR), be renamed the School of Graduate Studies (SGS).

Introduction

The SCAD committee has been meeting since early 2006 to consider various proposals to restructure the governance of the School of Graduate Studies at Queen's University. The proposed model here combines many of the features deemed desirable in the models that we have reviewed; it maintains a strong centralized Graduate School while engaging to a far greater degree the Faculty offices. It is also recognized that implementation of these recommendations will require updating of the SGSR Constitution.

The overall intent of the following recommendations:

- to enhance the role of the SGSR in the decisions of the University
- to streamline the work of the SGSR
- to align the structures of the SGSR more closely with the structures of Faculty offices
- to engage the Faculty offices more closely with the work of graduate studies and to
- develop closer connections with the Faculty offices
- to locate interdisciplinary program growth & support within the SGSR
- to find an appropriate home for the schools (SPS and SURP) outside of the SGSR

- to consider locating the responsibility for post-doctoral fellows within the SGSR

Recommendation #1

The creation of a Graduate Studies Executive Council (GSEC)

- Membership:
- Dean of SGSR
- Associate Deans of SGSR (2)
- A senior staff representative from the SGSR
- Associate Deans of the Faculties (6)
- Chairs of the Graduate Councils (4)
- SGPS president or delegate (1)
- Graduate Student Senator (1)

Role of the Graduate Studies Executive Council

- Responsible for reviewing and revising the regulations of the School of Graduate Studies and Research
- makes recommendations to Graduate Councils regarding new programs
- appoints sub-committees to deal with issues related to graduate studies as needed
- advises the Dean or Associate Dean on matters affecting graduate studies
- consider matters referred to it by the Dean or Graduate Councils -Review and approve decisions made at Faculty Councils

Decisions made by the Graduate Studies Executive Council are forwarded to Senate as required by SGSR or university regulations.

Rationale:

The purpose of the Executive Council would be to replace the existing Council and Steering Committees of the SGSR with a more streamlined, effective body, which also embraces the participation of the Faculties in its decision making and discussions.

The GSEC would have representation from all Faculty offices (through their Associate Deans) and from all Graduate Councils (through their Chairpersons). This combination of expertise and representation would make the body highly effective and well-informed in its decision-making.

This structure keeps the administrative work of graduate studies within the SGSR but with significant Faculty representation. A streamlined centralized decision-making body is necessary to the effectiveness of any strategic planning of graduate studies at Queen's.

Recommendation #2

The existing Divisional structure be replaced by Faculty-based Graduate Councils.

For departmentalized Faculties, membership in these Councils would be comprised of the following:

- all graduate coordinators of graduate programs within the Faculty,
- an Associate Dean of the Faculty assigned by the Faculty office,
- an Associate Dean of the SGSR assigned to that Faculty
- SGPS graduate student from the Faculty
- A senior staff representative from the SGSR

Role of the Faculty-based Councils

The business of the Faculty Graduate Councils would roughly parallel the current work of Division, and would probably include tasks such as the following:

- Shall formulate council specific regulations for approval by Graduate Studies Executive Council (GSEC)
- shall present calendar submissions to GSEC
- shall recommend to the GSEC, for degrees, those who have fulfilled the requirements
- shall make recommendations to the GSEC on any matters referred to them by the Council
- shall have the authority to recommend to the GSEC that a student be required to withdraw from the School on academic grounds
- shall make recommendations to GSEC on the introduction or termination of graduate courses proposed by Departments
- shall elect representatives to Senate, the Fellowship Committee and the Academic Appeal Board
- may make recommendations to the Council concerning matters of policy and degree programs
- may make recommendations to Departments concerning members of supervisory committees

In the case of the Faculty of Arts & Science, two Graduate Councils are recommended: one for Humanities and Social Science programs, one for Natural and Physical Sciences. As is the case for current Divisions, where appropriate (for example Geography, or Kinesiology and Health Studies) a program may have representatives on two Graduate Councils. The same Associate Dean from the Faculty would attend both the Faculty of Arts and Science Humanities and Social Sciences Graduate Council and the FAS Physical Sciences Graduate Council.

Each Faculty Graduate Council shall elect a Chair, an Associate Chair and shall appoint two members to Fellowship Committee and two members to the Appeals Board.

For the non-departmentalized Faculties, the work of the former applicable Division should become part of the normal work of the Faculty, ideally by a Graduate Committee. As these Faculties would no longer consult with Divisions (as is current practice), there would be a new proviso that all changes (to curriculum, to program, to student requests for additional time-to completion, etc.) must be approved by the assigned Associate Dean of the SGSR and the Registrar or Assistant Registrar of the Graduate School.

Appendix Two

Membership and Associate Membership, SGS

Members

DEFINITION: members of faculty of the University of professorial rank, who are tenured, tenure track or on a continuing adjunct appointment appropriately appointed to a graduate department/graduate program, including retired faculty from graduate departments or graduate programs who have received the title of Professor Emeritus from the University.

ROLES AND RESPONSIBILITIES: Members shall, where required, act as the sole or major supervisor of doctoral and master's theses and as a member of thesis committees; serve as chair or voting member of final oral examination committees, where such examinations are required by SGS, and perform all duties associated therewith; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set and mark examinations for graduate courses and give such other direction to graduate students as may be required. The Head or Director may place further requirements or limitations on the activities of a member

If the Head of the graduate department/program agree, members emeriti shall be permitted to serve as a chair of final oral examinations and to carry out one or more of the following: serve as a member of thesis committees and as a voting member of final oral examinations; teach, set and mark examinations for graduate courses; assume responsibility for setting and marking of comprehensive (general) examinations; continue to serve as a sole or major supervisor of doctoral or master's theses; take on new master's or doctoral co-supervision with the approval of the Graduate Chair or Director/Head of Department. The Head or Director may place further requirements or limitations on the activities of a member emeritus.

Associate Members

DEFINITION: Associate Members are members of the University who engage in advanced level research but do not hold an appointment that qualifies for membership of the SGS. They are nominated by the Head or Director of any graduate department or graduate program of the School. Associate membership must be approved by the Associate Vice-Principal and Dean of the SGS.

ROLES AND RESPONSIBILITIES: Associate members may undertake all the duties of a full member but do not serve as a sole or major supervisor, whether formally or otherwise, of doctoral students and do not act as the chair of final doctoral oral examinations. The Head or Director may place further requirements or limitations on the activities of an Associate Member.

Appendix Three

Areas of Responsibility for Executive Officers of the SGS

The Associate Vice-Principal and Dean, School of Graduate Studies

The Associate Vice-Principal and Dean, School of Graduate Studies is the chief executive officer of the School and is responsible to the Vice Principal (Academic). The AVP and Dean is responsible for the following:

- Direct, in co-operation with the appropriate Graduate Faculties Councils/Committees, Faculties, Schools, Institutes and Departments, the general policy of the SGS so as to maintain and improve the quality of graduate scholarship and research in the University
- Advise concerning the interests of the SGS in academic appointments to the University by consultation with the Faculty Deans, more especially in the case of appointments of Heads of Departments and Directors of Centres, Institutions, and Schools
- Advise the Vice Principal (Academic) regarding matters relating to the operation and welfare of the SGS
- The operation of the administrative office of the SGS
- Report to the Vice Principal (Academic), to Senate and to GSEC on the state of all matters relating to graduate studies
- Act as a member and Chair of GSEC
- Act as the University representative on CAGS and OCGS
- Recommend to the Vice-Principal (Academic) faculty members for the positions of Associate Deans, SGS
- Assign responsibilities/duties to the Associate Deans, SGS and shall see that all members of the SGS are notified of these responsibilities
- Assign responsibilities/duties to the senior officers of the SGS and shall see that all members of the SGS are notified of these responsibilities
- Upon a recommendation from the Head or Director of a graduate department or program, or the Chair of a Faculty Graduate Council/Committee, shall have the authority to recommend to Senate that a graduate student withdraw on academic grounds

Associate Deans, SGS

- Responsible for the duties assigned by the AVP & Dean
- Act for and on behalf of the Dean during the absence of the AVP& Dean
- Members of GSEC
- Members of the Faculty Graduate Councils/Committees

Appendix Four

Graduate Departments: Roles and Responsibilities

A Department of the SGS is a Department, Program, Centre, School, Institute or Faculty that has been authorized by the SGS and Queen's University Senate to offer programs of study leading to graduate degrees.

Each Department

- Makes recommendations for admission to the graduate programs in the Department to the SGS, in accordance with departmental, SGS, and Faculty/School policies and procedures;
- Develops and delivers graduate courses of instruction, appoints supervisory committees, and where appropriate, appoints individual supervisors;
- Conducts departmental examinations of students, determines the results of such examinations, and report the results of such examinations as required by the university;
- Informs students of possible means of financial support and nominates students, with ranking if need be, for University and external fellowships and awards;
- Is responsible for regulating the progress of the graduate students in the department and for reporting as required the passing (or failure) of all departmental graduate degree requirements by their students;
- With the support of the SGS, prepare documents for internal and external quality assurance review
- Is aware of, conforms to, and ensures compliance with regulations of the School.

Departments make recommendations to their appropriate Faculty Graduate Council, or Faculty Graduate Committee, as required by all relevant governing regulations, concerning:

- Regulations and requirements relating to the graduate degree programs in the Department and any changes to same;
- Admission standards and policies of graduate degree programs of the Department and any changes to same;
- Course revisions including creating new courses, and changes to the Programs of Study for the graduate degrees in the department;
- Requests for students to proceed from a master's program directly into a doctoral program;
- Requests that a student be required to withdraw based on certain circumstances outlined in the General Regulations of SGS.

Departments make recommendations to their appropriate Associate Dean of SGS or other senior officer of SGS as required, concerning:

- Any proposed exemptions from regulations, as applying to current individual graduate students (e.g. residency requirements, extension of time limits, course substitutions, and performance requirements)

- Requests that a student be required to withdraw, based on certain circumstances outlined in the General Regulations of SGS, distinct from those cases reviewed by the Faculty Graduate Councils/Committees.

Appendix Five

Faculty Graduate Councils/Committees: Composition, Roles and Responsibilities

Faculty Graduate Councils for departmentalized Faculties, shall comprise at a minimum:

- all graduate coordinators of graduate programs within the Faculty,
- an Associate Dean of the Faculty assigned by the Faculty office,
- an Associate Dean of the SGS assigned to that Faculty
- SGPS graduate student from the Faculty
- A Senior Officer of the SGS

Non -departmentalized Faculties/Schools, namely, the Faculty of Education, Faculty of Law and School of Business, shall appoint a Graduate Committee, which will comprise at a minimum:

- The graduate coordinator(s) of graduate programs within the faculty
- An Associate Dean of the Faculty assigned by the faculty office, who shall serve as Chair of the Graduate Committee
- An Associate Dean of the SGS assigned to that Faculty
- SGPS graduate student from the faculty
- A senior officer of the SGS, normally the Director, Admissions and Student Services

Graduate councils/committees have the same responsibilities. Each council/committee must oversee administrative matters such as those outlined below, and shall make recommendations to the assigned Associate Dean of the SGS or other senior officer of the SGS, as required, on matters such as those outlined below and other matters outlined in the General Regulations of the SGS and any other procedural document. Graduate councils/committees are subject to oversight by GSEC.

Roles and Responsibilities of the Faculty Graduate Councils or Committees

- Formulate regulations governing the graduate programs in the faculty, for approval by the Graduate Studies Executive Council (GSEC)
- Present approved calendar submissions to SGS
- Make recommendations to the GSEC on any matters referred to them by GSEC, or by the Council/Committee
- Have the authority to recommend to the SGS that a student be required to withdraw from the School on academic grounds
- Make recommendations to the GSEC on the introduction or termination of graduate degree programs proposed by Departments
- Elect or appoint representatives to Senate, the Fellowship Committee and the Academic Appeal Board, subject to the approval of the Dean of the Faculty/School
- May make recommendations to the GSEC concerning matters of policy and degree programs
- May make recommendations to Departments concerning members of supervisory committees

Appendix Six

Governance Chart, School of Graduate Studies

