



**General Faculties Council
Graduate Academic Program Subcommittee
Terms of Reference**

1. ESTABLISHMENT

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Graduate Academic Program Subcommittee (the **Subcommittee**) under the provisions of the General Faculties Council's (**GFC**) General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

2. MEMBERSHIP

Co-Chair

Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Five academic staff members: three appointed by the GFC Executive Committee, with at least one of the three being a member of GFC at the time of their appointment; and two appointed by the Graduate Studies Faculty Council. One of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Graduate Students' Association
- One member of the Faculty of Graduate Studies, appointed by that Faculty
- Registrar (ex-officio)
- Academic Co-Chair of the Academic Program Subcommittee (ex-officio)

Non-Voting Members

- One person appointed by the Faculty Association
- Senior Director, Academic and International Strategies (ex-officio)
- Specialist Graduate Calendar (ex officio)

3. ROLE

The Subcommittee serves as a vetting and advisory group to APPC in respect of the creation, alteration or termination of graduate programs and carries out those additional responsibilities delegated to it by APPC from time to time.

4. RESPONSIBILITIES

The Subcommittee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Subcommittee; however, the Subcommittee may carry out additional responsibilities and duties within its role.

The Subcommittee's primary responsibilities are as follows:

1. Approve:
 - a. all changes to graduate courses (e.g. hours, title and content);
 - b. all minor graduate program changes, such as additions and deletions of courses and degree options, other than in respect of graduate courses that are offered for credit towards either an undergraduate or graduate degree (cross-listed) and proposed changes requiring a modification of program completion requirements (e.g. number of courses in the major), which modification requires approval by APPC;
 - c. changes to program-level graduate admission requirements and academic regulations; and
 - d. revisions to the graduate sections of the University Calendar;
2. Review and recommend to APPC:
 - a. proposals for the creation, alteration or termination of graduate programs;
 - b. proposals for the creation, alteration or termination of joint, dual or collaborative delivery of graduate degrees, certificates or diplomas with other institutions;
 - c. changes to university graduate admission requirements and academic regulations; and
 - d. both new, and changes to existing, academic regulations pertaining to graduate programs;
3. Evaluate, monitor, develop and recommend to APPC necessary revisions and improvements to the University's program review and approval processes and process documents with respect to graduate programs; and
4. Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

5. POWERS

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising and making recommendations to APPC.

6. AUTHORITIES

The Subcommittee has the specific delegated authority to autonomously: (i) require changes to proposals and to require that proposals receive the recommendation of the Subcommittee before being moved forward to APPC for approval; (ii) approve graduate course changes and minor graduate program changes, other than courses cross-listed with undergraduate courses and changes requiring a modification of program completion requirements; (iii) approve changes to program-level graduate admission requirements and academic regulations; and (iv) approve revisions to the graduate sections of the University Calendar, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

7. SPECIFIC RESPONSIBILITIES OF THE COMMITTEE CO-CHAIR

In addition to any other responsibilities of the Co-Chair, the Co-Chair shall act as the liaison between the Subcommittee and the Faculty of Graduate Studies Council in respect of the work of the Subcommittee.

As at September 15, 2021