

CONSTITUTION OF THE GRADUATE FACULTY BOARD

Membership

The Graduate Faculty Board of the Faculty of Graduate and Postdoctoral Affairs shall consist of:

- The Dean of the Faculty of Graduate and Postdoctoral Affairs (*ex officio*)
- The President and Vice-Chancellor (*ex officio* and non-voting)
- The Provost and Vice-President (Academic) (*ex officio* and non-voting)
- The Associate Vice-President (Academic) (*ex officio* and non-voting)
- The Vice-President (Research and International) (*ex officio* and non-voting)
- The Associate Vice-President (Teaching and Learning), or his or her delegate (*ex officio* and non-voting)
- The Deans of the Faculties of Arts and Social Sciences, Public Affairs, Science, Engineering and Design, and of the Sprott School of Business (*ex officio* and non-voting)
- The University Librarian (*ex officio* and non-voting)
- The Associate Deans of the Faculty of Graduate and Postdoctoral Affairs (*ex officio*)
- The Associate Deans (Research and Graduate Affairs) of the Faculties of Arts and Social Sciences, Public Affairs, Science, Engineering and Design, and of the Sprott School of Business (*ex officio*)
- The Secretary of Graduate Faculty Board (*ex officio* and non-voting)
- The Chair of the Faculty of Graduate and Postdoctoral Affairs' Programs and Planning Committee (*ex officio*)
- The Graduate Secretary and Registrar (*ex officio* and non-voting)
- The President of the Graduate Students' Association (*ex officio*)
- The Vice-President (Academic) of the Graduate Students' Association (*ex officio*)
- The Chairs and Directors of Academic Units (*ex officio*)
- The Supervisors of Graduate Programs by Discipline as Listed in Appendix 1 (*ex officio*)
 - this list will be updated automatically in the light of decisions made by Senate on the establishment of new programs or the discontinuance of existing programs
- A Professional Librarian nominated by the University Librarian and elected by Graduate Faculty Board for a three-year term
- Two postdoctoral fellows, elected for a one-year term by the Postdoctoral Researchers Association at its September meeting
- Five graduate students (two of whom shall be doctoral students, three of whom shall be master's students, and at least four of whom shall be registered full-time) elected for a one-year term by the graduate student body according to such procedures as established by Graduate Faculty Board and approved by Senate and set out in Appendix 2, such students to be registered and in good academic standing.

Meetings

1. At least three meetings shall be held in each of the fall and winter terms, with a schedule to be published by the beginning of the fall term. Such meetings may be cancelled by the Dean or his or her designate if, in the Dean's opinion, there is insufficient business to justify a meeting. Such notice must be given in writing at least one week before the scheduled meeting.
2. In addition to the above schedule, a meeting may be called on one week's notice by:
 - The Dean or his or her designate;
 - A majority of the Executive Committee of the Board as established in writing;
 - Ten voting members of the Board on written request.
3. Meetings shall be chaired by the Dean or his or her designate, who may vote only in the event of a tie.
4. Meetings of the Board shall be conducted according to Robert's Rules of Order.
5. Minutes of the meetings of Graduate Faculty Board shall be taken by the Secretary of Graduate Faculty Board (or his or her designate), who is the Executive Assistant to the Dean, and circulated in a timely fashion to members of the Board.
6. A quorum of the Board shall consist of 20 voting members, with at least two members each from the Faculty of Arts and Social Sciences, the Faculty of Public Affairs, the Faculty of Science and the Faculty of Engineering and Design.
7. Members of Graduate Faculty Board may send a designate on their behalf provided written notice is provided to the Secretary of Graduate Faculty Board before or at the meeting.

Standing Committees

Executive Committee

The Executive Committee of the Board shall consist of the Dean, the Associate Deans of the Faculty, the Graduate Secretary and Registrar (non-voting), one faculty member from each Faculty elected by and from the Board, one Postdoctoral Fellow member of the Board and the President of the Graduate Students' Association (who may delegate this duty to the Vice-President (Academic) of the Graduate Students' Association). The Executive Committee shall set the agenda for Board meetings and shall act on behalf of the Board during the months of June, July and August, informing Board members in advance in writing of decisions it feels necessary and requesting agreement in writing

(non-responses on the part of Board members within a reasonable time period of at least five working days will be construed as agreement), and at such other times and under such circumstances as empowered by Graduate Faculty Board. A quorum of the Executive Committee shall consist of four voting members, including the Dean or his or her designate and one faculty member elected by the Board, and the Graduate Secretary and Registrar or his or her designate. The Dean shall report any actions taken by the Executive Committee at the next meeting of the Board.

Programs and Planning Committee

1. The Programs and Planning Committee of Graduate Faculty Board reviews and makes recommendations to Graduate Faculty Board on all graduate program and curriculum changes and proposals for new graduate programs.
2. The membership of the Programs and Planning Committee shall be the Chair (non-voting except in the event of a tie), who shall be a tenured faculty member with graduate supervision status and experience of graduate programming, two tenured faculty members from each Faculty with graduate supervision status and experience of graduate programming, the Vice-President (Academic) of the Graduate Students' Association (*ex officio*), the Graduate Secretary and Registrar (*ex officio* and non-voting), the Assistant Graduate Registrar (*ex officio* and non-voting), and the Graduate Program Officer (*ex officio* and non-voting).
3. The Chair and faculty members of the Programs and Planning Committee shall be appointed by the Dean after consultation with the Faculty Deans, such appointments to be ratified by Graduate Faculty Board.
4. Meetings shall be called by the Chair as business requires or on written notice of four voting members of the Committee.
5. Minutes of meetings and decisions shall be recorded by the Program Officer, who shall circulate such minutes in a timely fashion.
6. A quorum of the Committee is the Chair and five voting members, with at least one voting member from each Faculty for which there is relevant business.

APPENDIX 1

PROGRAMS BY DISCIPLINE

The criterion for identification of a program by discipline is the program or academic unit that is responsible for the administration of the graduate students in the program concerned. Each program by discipline identified is entitled to one graduate supervisor on Graduate Faculty Board.

Anthropology (MA and PhD)
Applied Linguistics and Discourse Studies (MA and PhD)
Architecture (Diplomas, March, M.Arch1, MAS, PhD)
Art History (MA)
Bioinformatics (MSc)
Biology (MSc, MA and PhD)
Biomedical Engineering (MEng and MASc)
Business (MBA and PhD)
Canadian Studies (MA and PhD)
Chemistry (MSc and PhD)
Civil and Environmental Engineering (MEng, MASc and PhD)
Cognitive Science (MCogSci and PhD)
Communication (MA and PhD)
Computer Science (MCS and PhD)
Cultural Mediations (PhD)
Earth Sciences (MSc and PhD)
Economics (MA and PhD)
Electronics (MEng, MASc and PhD)
English (MA and PhD)
European, Russian and Eurasian Studies (MA)
Film Studies (MA)
French (MA)
Geography (MA, MSc and PhD)
History (MA and PhD)
Human-Computer Interaction (MA, MCS, and MASc)
Industrial Design (MDes)
Infrastructure Protection and International Security (MIPIS)
Integrated Systems Science (MSc)
International Affairs (MA and PhD)
Journalism (MJ)
Legal Studies (MA and PhD)
Mathematics and Statistics (MSc and PhD)
Mechanical and Aerospace Engineering (MEng, MASc and PhD)
Music (MA)
Neuroscience (MSc and PhD)
Philosophy (MA)
Physics (MSc and PhD)

Political Economy (MA and PhD)
Political Management (MPM)
Political Science (MA and PhD)
Psychology (MA, MSc and PhD)
Public Policy and Administration (MA and PhD)
Religion and Public Life (MA)
Social Work (MSW and PhD)
Sociology (MA and PhD)
Sustainable Energy (MA, MEng and MASc)
Systems and Computer Engineering (MEng, MASc and PhD)
Technology Innovation Management (MEng and MASc)
Women and Gender Studies (MA)

APPENDIX 2

PROCEDURES FOR THE ELECTION OF GRADUATE STUDENT MEMBERS OF GRADUATE FACULTY BOARD

1. Elections of graduate student members of Graduate Faculty Board are conducted under the authority of Graduate Faculty Board, which delegates this responsibility to the Executive Committee of the Graduate Students' Association.
2. Elections of graduate student members shall be held concurrently with elections for other graduate student offices conducted annually by the Graduate Students' Association.
3. The entire graduate student body is entitled to vote for master's students, doctoral students, full-time students and part-time students.
4. The two doctoral students with the most votes and the three master's students with the most votes shall be elected to Graduate Faculty Board. No more than one part-time student shall be elected to Graduate Faculty Board.
5. In the event that a graduate student member of Graduate Faculty Board cannot complete their term, a replacement will be elected to complete the term by the Council of the Graduate Students' Association.