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COMMITTEES

I. COUNCIL OF THE SCHOOL OF GRADUATE STUDIES

General

The Council of the School of Graduate Studies is a standing committee of University Senate, composed of a number of ex-officio members and representatives from each Faculty and five Graduate Program Directors (GPDs). Each faculty representative is appointed for a three year term. Precise details of composition are given in [Appendix 1](#).

Powers

The Council of the School of Graduate Studies sets university-wide policies and regulations for graduate studies; studies new program proposals; reviews proposals for curriculum changes; and conducts regular appraisals of existing programs, among other duties.

Meetings

CSGS meets approximately once a month from September to May, and, in addition, there are two special meetings each year to approve the lists of graduating students. A schedule of meetings is available from the School of Graduate Studies. The meetings are open, which is to say non-members who are part of the Concordia community are welcome to attend as guests.

Items for the Agenda

Items for a particular agenda should be submitted in writing to the Dean of Graduate Studies no later than fourteen days before the meeting.

II. FACULTY APPRAISALS

Under the Office of the Provost and Vice President (Academic Affairs) all graduate programs are regularly reviewed as part of the Faculty Appraisal Process. The SGS participates in unit appraisals to ensure that programs maintain a high academic quality.

III. CSGS – GRADUATE CURRICULUM COMMITTEE (GCC)

Mandate

1. To recommend policies to the CSGS on matters pertaining to the Council's mandate regarding curriculum and program proposals.

M. Committees

2. To comment upon and recommend to the CSGS all proposals for changes to existing graduate programs.
3. To comment upon and recommend for study by an Ad Hoc Evaluation Committee all proposals for new graduate programs at the master's and doctoral level prior to consideration by the CSGS.

Membership

- The Associate Dean of Graduate Studies (Curriculum) (ex officio).
- Faculty representatives, with experience in graduate studies, elected by Faculty Council: 1 from Arts and Science; 1 from John Molson School of Business; 1 from Engineering and Computer Science; 1 from Fine Arts;
- One representative of the Graduate Students' Association;
- The Committee shall name one of its members as Chair.

Terms of Office

Faculty members are selected for two years and student members for one year.

IV. GRADUATE AWARDS COMMITTEES

General

The two (2) Concordia Graduate Awards Committees have overall responsibility for administering Concordia University Graduate Fellowships, Fee Remissions and other university-wide award competitions.

Membership

Each Committee is comprised of:

- The Dean of Graduate Studies, or delegate (non-voting);
- The Manager, Graduate Awards (non-voting);
- The Awards Officer responsible for internal awards who acts as secretary (non-voting)
- One representative from each from the faculties of John Molson School of Business and Fine Arts;
- Two representatives from the Faculty of Engineering and Computer Science;
- Three representatives from the Faculty of Arts and Science representing the following three areas: Social Sciences, Humanities and Natural Sciences.

Length of Term

Representatives of Faculties are nominated by their respective Faculty Dean for a three-year term, which may be renewed.

Meetings

The CGA Committees generally meet twice a year either November and May or February and May depending on the competitions they are called upon to adjudicate. The major work of the committees falls in October, February and May in conjunction with the annual competitions for graduate awards. Members should be prepared to set aside the equivalent of five work days in late October, early February and early May for the purpose of scoring and ranking candidates' files.

Reporting to CSGS

The CGA Committees, through their chair, will report annually to the Council of the School of Graduate Studies concerning its activities. For more information, please consult Section H, Graduate Awards and Financial Support.

V. GRADUATE STUDIES COMMITTEE

Program or Department Level

Each department which offers graduate program(s) should have a graduate studies committee, even though the committee may be known by a different name.

Functions

The departmental graduate studies committee has overall responsibility for the graduate program(s) offered by a department. It provides a forum in which new course proposals and changes to the graduate program can be discussed, and will also concern itself with graduate admissions, thesis proposals and graduate student requests. Some of these functions may be delegated to other committees (e.g., graduate admissions committee).

Student Members

Students may be included in the membership of the department graduate studies committees; these may be asked to absent themselves from meetings when individual fellow students are being discussed.