



## School of Graduate Studies

University of Toronto



### CONSTITUTION OF THE SCHOOL OF GRADUATE STUDIES

1. The Council of the School of Graduate Studies exercises its powers and duties under the provisions of the University of Toronto Act, 1971, as amended.
2. The School of Graduate Studies shall consist of a Council and four divisions.
3.
  1. In this Constitution "graduate faculty" means "members," including "members emeriti" and "associate members," who have been nominated and approved in the manner provided for in section 12 (2) and 12 (3) below. The terms "member" and "associate member" are mutually exclusive.
  2. In this Constitution "graduate students" means those students who are registered in the School of Graduate Studies.
  3. In this Constitution "graduate unit" means any graduate department, centre or institute in the School of Graduate Studies.
  4. In this Constitution "Council" shall be the Graduate Education Council, unless otherwise stated.
  5. In this Constitution, "Chair" means chair of a graduate department or director of a graduate centre or institute.

### THE COUNCIL

4.
  1. The Graduate Education Council shall consist of the following members with voting privileges (unless otherwise noted):
    - a. the Vice-President and Provost of the University;
    - b. the Dean;
    - c. the Vice-Dean/s;
    - d. the Chief Librarian of the University;
    - e. the President of the Graduate Students' Union;
    - f. five full members (non-Emeritus) of the graduate faculty from each division: four elected by all members of the graduate faculty of each division; one Chair or Director from each division to be elected by the Chairs and Directors of each division;

Candidates for election shall be nominated by two members of the graduate faculty of the division, and election shall be by secret ballot. Membership shall be for staggered periods of three years; retiring members shall not be eligible for immediate re-election.

- g. three graduate students from each division to be elected by the graduate students of the division;

Each candidate shall be nominated by two graduate students in the division, and election shall be by secret ballot. Membership shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election for a third year.

- h. three members of the University administrative staff working in the administration of graduate studies: one administrative staff member of the School of Graduate Studies to be elected by members of the administrative staff of the School; two administrative staff members working in the administration of graduate studies in graduate units to be elected by administrative staff working in the administration of graduate studies in graduate units;

The School of Graduate Studies candidate/s shall be nominated by two members of the administrative staff of the School of Graduate Studies. Each of the remaining two candidates shall be nominated by two staff members working in the administration of graduate studies in graduate units. Elections shall be by secret ballot. Membership on Council shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election for a third year.

- i. Members from associated constituencies; these may be appointed to the Council as non-voting members at the discretion of the Dean.

2. The Dean shall be chair of the Council.

3. The Council:

- a. shall make rules and regulations for governing its proceedings;

- b. shall meet at least three times during the year;

- c. subject to the provisions of the University of Toronto Act, 1971, this Constitution, and the approval of the Governing Council, shall make rules and regulations for the government, direction and management of the School and the affairs and business thereof;

- d. subject to the approval of the Governing Council shall establish graduate departments, centres and institutes, and

interdepartmental committees (as defined in 13.(1)), where required;

e. shall determine the list of graduate departments, centres and institutes comprising each division;

f. subject to the approval of the Governing Council and SGS policy and procedures as required, shall fix and determine: the policies governing admission to the School of Graduate Studies; graduate programs offered in the School; the requirements to be fulfilled for each graduate degree or diploma; procedures by which exemptions may be considered. (3)

g. shall deal with and decide upon policy regarding fellowships, scholarships, bursaries, prizes and other awards in the School;

h. shall, in accordance with the University of Toronto Policy on Student Awards and SGS policy and procedures, fix and determine the conditions of awards of all fellowships, scholarships, prizes and other awards established in the School after the passing of this Constitution, and shall amend, where necessary, the conditions of award of any fellowships, scholarships, bursaries, prizes or other awards established in the School, having due regard for the wishes of the donor;

i. shall consider and report to the Governing Council upon such matters affecting the School as to the Council may seem meet;

j. shall have the power to establish, alter, or disband its committees as deemed necessary and to determine their composition, authority, quorum, and method of appointment of their members and chairs; Council has the final authority, be that in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees;

k. shall have an Academic Appeals Board to deal with and decide upon all appeals by students in connection with the application of academic rules and responsibilities of the School, and its constituent units, subject to an appeal to the Governing Council;

l. in the absence of the official chair, may appoint a chair pro tempore from among the members present at the meeting.

m. may, and shall if requested in writing by fifteen members of the Graduate Education Council or the graduate faculty, at any time call a meeting of Council.

THE DEAN

5.

1. The Dean of the School shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators. (1)
2. The Dean shall be:
  - a. chair of Council;
  - b. ex officio a member of all committees of the School;
  - c. ex officio a member without power to vote of the councils of such other faculties, colleges and schools as contribute to graduate studies and research.
3. The Dean:
  - a. shall direct the general policy of the School so as to maintain and improve the quality of graduate scholarship in the University;
  - b. shall advise the Vice-President and Provost regarding such appointments within the School as the Vice-President and Provost may be authorized to make or recommend to the Governing Council;
  - c. shall advise the Vice-President and Provost regarding such other matters relating to the operation and welfare of the School as to the Dean may seem meet or as the Vice-President and Provost may request;
  - d. shall be responsible for the approval and transmission to Governing Council of the names of those candidates who have completed the requirements for each degree;
  - e. shall be responsible for the procedures for the review, approval and awarding of all applications and nominations for fellowships, scholarships, bursaries, and other graduate student prizes and awards in the School;
  - f. shall appoint examiners to conduct examinations in the School and to determine the results of such examinations.
  - g. exercises power under the authority of the "Policy on Appointments of Academic Administrators" (4) which states that "the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost."
  - h. has ultimate authority for the allocation and management of the School's resources.
  - i. shall advise Council of the resource implications of proposed academic policy decisions.
  - j. shall seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of the School.

THE VICE-DEAN

6.
  1. One or more Vice-Deans shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators. (1)
  2. A Vice-Dean shall:
    - a. act on the Dean's behalf in his/her absence;
    - b. discharge such duties as may be assigned by the Dean.

#### THE DIVISIONS

7.
  1. There shall be four divisions of the School as follows:
    - a. Division I — The Humanities
    - b. Division II — The Social Sciences
    - c. Division III — The Physical Sciences
    - d. Division IV — The Life Sciences
  2. The Council may at any time change the number of divisions if it decides that the interests of departments and of the School as a whole will thus be more effectively served.
  3. A department or centre or institute shall normally belong to only one division; degree programs may, at the request of a department or centre or institute, be referred from one division to another by the Dean.
  4. A department or centre or institute shall, subject to the approval of Council, determine the division to which it shall belong; transfers from one division to another shall require the approval of Council. Collaborative Programs are referred to one division for administrative purposes by the Dean.

#### THE POWERS AND DUTIES OF GRADUATE DEPARTMENTS

8. The powers and duties of each graduate department are:
  1. to maintain and improve its standards of instruction, research and examination;
  2. to maintain and improve its graduate curriculum subject to governance structures approved by Governing Council, and in accordance with School of Graduate Studies policies and procedures.
  3. to approve:
    - i. admission of students to the School and enrolment in the department in cases conforming to the policies of the School;
    - ii. the program of study for each student in the department;
  4. to conduct examinations in the department, to determine the results of such examinations, to report such results to the School and to recommend to the Dean students eligible for graduate degrees.
9. The provisions of section 8 hereof shall also apply, wherever appropriate, to centres and institutes within the School.

## SGS CENTRES AND INSTITUTES (2)

10.

1. Whenever determined by Council centres and institutes shall exist within the framework of the School.
2. Where a centre or institute has its own budget, this may, subject to the approval of the Graduate Education Council, include the provision of a part or the whole of the stipend of the graduate faculty working within it. In such cases it shall be possible for either a centre or institute or a department to propose an appointment or a cross-appointment, at the level of professor, associate professor or assistant professor which shall, upon approval of the appropriate department, centre or institute, be made in accordance with the appropriate university policy on academic appointments, with the stipend of the person appointed to be shared between the centre or institute and the department, as required.

## THE CHAIR OF A GRADUATE DEPARTMENT AND THE DIRECTOR OF A CENTRE OR INSTITUTE

11. The chair of each graduate department and the director of a centre or institute shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators. (1)

## POWERS AND DUTIES OF CHAIRS OF DEPARTMENTS AND DIRECTORS OF CENTRES AND INSTITUTES

12. The chair or director of each graduate department, centre or institute shall:

1. in association with the graduate faculty, maintain and improve the quality of scholarship in the graduate department, centre or institute;
2. appoint to the graduate faculty in the graduate unit:
  - a. existing or prospective members of faculty of the University, or affiliated institutions, of professorial rank, including members holding status-only appointments, to be full or associate members of the graduate faculty;
  - b. other individuals from within or outside the University, whether holding professorial rank or not, to be associate members of the graduate faculty; and
  - c. retiring full members of the graduate faculty who have received the title of Professor Emeritus from the University of Toronto to the category of member emeritus.
3. appoint faculty to one of three categories of appointments: full, associate and emeritus.
  - a. Full 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.
- b. Associate members shall be permitted to undertake all the duties of a full member but shall not serve as a sole or major supervisor, whether formally or otherwise, of doctoral students nor act as the chair of final doctoral oral examinations. The graduate chair or director may place further limitations on the graduate activities of an associate member.
  - c. 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 supervision with the approval of the graduate chair or director.
4. remove from the list of graduate faculty the names of those who, through retirement, resignation, death, or for any other reason in accordance with SGS policy, are no longer eligible for the graduate faculty in the graduate unit. The chair shall maintain an up-to-date list of graduate faculty members according to established procedures and notify the School of Graduate Studies of these changes annually;
  5. in accordance with SGS policy, arrange that every graduate student in the graduate unit has a faculty adviser throughout the program;
  6. on behalf of the graduate unit, ensure that graduate courses to be included in the calendar are duly approved;
  7. normally call a meeting at least once a year of the members of the graduate unit.
  8. in graduate units admitting students, appoint a full member of the Graduate Faculty as graduate coordinator who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair. The chair may fulfill both roles, at the chair's discretion.

#### INTERDEPARTMENTAL COMMITTEES

13.

1. Interdepartmental committees may be set up, on either a quasi-permanent or an ad hoc basis, on the initiative either of Council or divisions or of departments or centres/institutes wishing to function together for a particular purpose, e.g. collaborative programs, stand-alone graduate programs. The formation of such committees shall be reported to the Graduate Education Council. Matters involving changes

in degree structure or the general conduct or policy of the School shall be presented as recommendations to the Council.

2. Where it is proposed that a degree program shall in conjunction with relevant departments be administered by the committee, the approval of the Council shall be obtained.
3. Where appropriate, the procedure for selection of a director of a graduate program administered by the committee shall be approved by the Council.
4. Interdepartmental committees may be converted into centres or institutes on the recommendation of Council and by approval and action of the Governing Council.

**NOTES:**

(1) The University of Toronto Policy on Appointment of Academic Administrators applies to the appointment, term of office, and responsibilities of all SGS Deans, Chairs of Graduate Departments, and Directors of SGS Centres and Institutes. The removal or suspension from office of persons appointed under the Policy on Appointment of Academic Administrators is to be authorized by the Vice-President and Provost in accordance with the provisions of that Policy, as may be amended or changed from time to time.

(2) The Universities policies on Centres and Institutes apply to the School of Graduate Studies Centres and Institutes.

(3) Effective July 1, 2006, divisions (Faculties) with graduate programs will be responsible for approval of graduate courses and minor program changes; the School of Graduate Studies will serve as a division in this regard with respect to centres and institutes within the jurisdiction of the School.

(4) The Dean is the Chief Executive Officer of the School and is responsible under the Policy on Appointment of Academic Administrators for making recommendations for appointments of chairs of graduate departments.

**Revision History:**

Statute No. 2961 of the School of Graduate Studies:

Passed by the Senate, December 9, 1966.

Approved by the Board of Governors, January 26, 1967.

As amended by:

- Statute No. 3011, passed by the Senate, March 8, 1968, and approved by the Board of Governors, March 28, 1968;
- Statute No. 3019, passed by the Senate, October 10, 1968, and approved by the Board of Governors, October 24, 1968;



- Statute No. 3031, passed by the Senate, February 14, 1969, and approved by the Board of Governors, February 27, 1969;
- Statute No. 3047, passed by the Senate, May 8, 1970, and approved by the Board of Governors, May 28, 1970;
- Resolution of the Governing Council passed June 21, 1973, upon the recommendation of the Academic Affairs Committee of the Governing Council made May 22, 1973;
- Resolution of the Governing Council passed March 28, 1974, upon the recommendation of the Academic Affairs Committee of the Governing Council made February 19, 1974;
- Resolution of the Executive Committee of the Governing Council passed October 15, 1974, upon the recommendation of the Academic Affairs Committee made October 3, 1974, and reported to the Governing Council October 24, 1974;
- Resolution of the Governing Council passed June 19, 1980, upon the recommendation of the Academic Affairs Committee of the Governing Council made May 29, 1980;
- Resolution of the Governing Council passed December 17, 1981, upon the recommendation of the Academic Affairs Committee of the Governing Council made November 12, 1981;
- Resolution of the Governing Council passed November 17, 1983, upon the recommendation of the Academic Affairs Committee of the Governing Council; and
- Resolution of the Governing Council passed February 26, 1996, upon the recommendation of the Academic Board of the Governing Council made February 15, 1996.
- Resolution of the Academic Board passed September 4, 1997, and confirmed by the Executive Committee of Governing Council on September 8, 1997.