

University of Toronto
CONSTITUTION OF THE SCHOOL OF GRADUATE STUDIES
(proposed revisions - October 2010)

1. The School of Graduate Studies and the Graduate Education Council exercise powers and duties, subject to the approval of Governing Council as required, under the provisions of the University of Toronto Act, 1971, as amended.
2. The School of Graduate Studies shall consist of a Dean, Vice-Dean/s, administrative officers and employees, a Graduate Education Council, four divisions, graduate units, graduate programs, and graduate students.
3. **DEFINITIONS**
In this Constitution and the accompanying by-laws:
 1. "SGS" means the School of Graduate Studies;
 2. "Council" means the Graduate Education Council, unless otherwise stated;
 3. "Graduate Faculty membership" is defined in section 9.2.c. in this Constitution;
 4. "administrative staff" means an appointed staff member of the School of Graduate Studies or an appointed staff member working in the administration of graduate studies in a graduate unit;
 5. "graduate students" means those students who are registered in the School of Graduate Studies;
 6. "graduate unit" means a graduate department or academic unit with primary program enrolment responsibilities for graduate students;
 7. "Chair" means chair or director of a graduate unit (see 3.6 above) who is appointed according to the Policy on Appointment of Academic Administrators;
 8. "program director" means a program director appointed by the chair of a graduate unit to administer a graduate program in a graduate unit administering more than one graduate program, with duties as delegated by the chair under clause 9.2.k.;
 9. "division" means one of the SGS divisions: Division I (Humanities); Division II (Social Sciences); Division III (Physical Sciences); and Division IV (Life Sciences);
 10. "programs" means graduate degree programs and/or diploma programs and the curriculum of each including graduate courses and other academic assessments or activities approved at the appropriate level of governance;
 11. "collaborative programs" means graduate collaborative programs in which students must be admitted to, and enrol in, one of the collaborating graduate programs in addition to the collaborative program, approved at the appropriate level of governance;
 12. "combined programs" means graduate combined programs that involve two existing degree programs in different disciplines comprising two graduate programs or a graduate and an undergraduate program, approved at the appropriate level of governance;
 13. "courses" means graduate courses which have been approved according to SGS policy and procedures (see also 3.14 below);
 14. "other academic assessments (or activities)" means graduate program requirements other than graduate courses which have been approved according to SGS policy and procedures, such as graduate unit examinations, language examinations, field work placements, practica, or internships (see also 3.13 above);
 15. "Faculty" means a University division, e.g. Faculty of Arts and Science, etc.

4. THE GRADUATE EDUCATION COUNCIL

1. Membership of the Council

Ex-officio voting Members:

- a. the President of the University, or designate;
- b. the Vice-President and Provost of the University or designate;
- c. the Dean of SGS;
- d. the Vice-Dean/s of SGS;
- e. the Chief Librarian of the University;
- f. the Academics Commissioner of the Graduate Students' Union;

Elected voting Members, elected under the rules of Council contained in its By-laws:

- g. five full members (non-Emeritus) of the graduate faculty from each of the four SGS divisions
- h. three graduate students from each of the four SGS divisions
- i. three members of the administrative staff working in graduate studies: one SGS administrative staff member; two administrative staff members working in graduate units

Non-voting Members:

- j. members from associated constituencies may be appointed to the Council as non-voting members at the discretion of the Dean.

2. Officers of Council

- a. The Dean shall be chair of the Council.
- b. The secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

3. Council's Powers, Duties and Responsibilities

The Council shall:

- a. make rules and regulations for governing its proceedings;
- b. make rules and regulations for the government, direction and management of SGS and the affairs and business thereof;
- c. have authority for the academic policies of SGS, including the degree, diploma, and general regulations, and policies and regulations concerning admission, enrolment, registration, program progress and completion for all graduate programs offered in SGS; and shall establish procedures by which exemptions may be considered as contained in the Council's By-laws;
- d. establish SGS policy regarding SGS fellowships, scholarships, bursaries, prizes and other awards in SGS, subject to final approvals, as required;
- e. approve, in accordance with the University of Toronto Policy on Student Awards, SGS policy, and University and SGS procedures, the conditions of awards of all SGS fellowships, scholarships, prizes and other awards established in SGS, and shall amend, where necessary, the conditions of award of any fellowships, scholarships, bursaries, prizes or other awards established in SGS, having due regard for the wishes of the donor; approval and amendment of the conditions of these awards is normally delegated from the Council to the SGS Dean;
- f. establish, in accordance with University of Toronto policies and procedures, policy for approval of and membership in the graduate faculty;
- g. consider and report to the Governing Council upon such matters affecting SGS as requested by the Council;

- h. 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 shall have the final authority (subject to the approval of Governing Council, as required), in its decision-making capacity or in its advisory role, regarding recommendations brought forward by such committees;
 - i. have a Graduate Academic Appeals Board to deal with and decide upon all appeals by graduate students in connection with the application of SGS academic policy and procedures, and those of its constituent units, subject to an appeal to the Governing Council.
4. Meetings are conducted according to the Rules of Council contained in its By-laws, and as follows:
- a. Normally at least two regular meetings are held during the academic year;
 - b. In the absence of the official chair, the Council may appoint a chair *pro tempore* from among the members present at the meeting;
 - c. The Dean may, and shall if requested in writing by fifteen members of the Graduate Education Council or the graduate faculty, call a meeting from time-to-time of Council, subject to notice provisions approved by the Council as part of its by-laws.

5. THE DEAN

1. The Dean of SGS shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators¹.
2. The Dean shall be:
- a. chair of Council;
 - b. ex officio a member of all committees of SGS;
 - c. ex officio a non-voting member of the councils of other Faculties, colleges and schools involved in graduate studies and research.
3. The Dean shall:
- a. exercise power under the authority of the *Policy on Appointments of Academic Administrators*² 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";
 - b. direct the general policy and regulations of SGS so as to maintain and improve the quality of graduate scholarship in the University;
 - c. retain responsibility for the overall direction of SGS and, in particular, for authority over the budget and other financial matters, although the Dean may delegate authority to other academic administrators in SGS;
 - d. have ultimate authority for the allocation and management of SGS's resources;

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 extra-departmental units (EDU:A and EDU:B).

² See footnote #1 above.

- e. advise the Vice-President and Provost regarding such appointments within SGS as the Vice-President and Provost may be authorized to make or recommend to the Governing Council, including review and confirmation of recommendations for graduate unit chairs/directors;
- f. appoint the Directors of Graduate Collaborative Programs;
- g. determine the list of graduate units comprising each division;
- h. be responsible for the content and production of the School of Graduate Studies calendar, including relevant policies, regulations, and admission and program requirements for all appropriately-approved graduate programs offered at the University of Toronto;
- i. implement and oversee the policy for graduate faculty membership, and shall recommend policy changes to the Council, subject to final University approvals;
- j. establish procedures for graduate faculty membership and review and approve all graduate faculty memberships to ensure that they are in accordance with University and SGS policies and procedures;
- k. advise the Vice-President and Provost regarding such other matters relating to the operation and welfare of SGS as appropriate, or as the Vice-President and Provost may request;
- l. be responsible for the approval and transmission to Governing Council of the names of those candidates who have completed the requirements for each degree;
- m. be responsible for the procedures for the review, approval and awarding of all applications and nominations for SGS fellowships, scholarships, bursaries, and other graduate student prizes and awards in SGS;
- n. appoint examiners to conduct examinations in SGS and to determine the results of such examinations;
- o. be responsible for duties relating to graduate studies and graduate students in accordance with University policies such as the *Code of Behaviour on Academic Matters*, intellectual policies and procedures, etc.;
- p. advise Council of the resource implications of proposed academic policy decisions;
- q. seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of SGS.

6. THE VICE-DEAN

- 1. One or more Vice-Deans shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators³.
- 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.

7. THE DIVISIONS

- 1. There shall be four divisions of SGS 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

³ See footnote #1 above.

2. The Dean may at any time change the number of divisions if the Dean decides that the interests of graduate units and of SGS as a whole will thus be more effectively served.
3. A graduate unit shall normally belong to only one division; graduate programs may, at the request of a graduate unit, be moved from one division to another by the SGS Dean.
4. A graduate unit shall, subject to the approval of the SGS Dean, determine the division to which it shall belong; transfers from one division to another shall require the approval of the SGS Dean. Collaborative Programs belong to only one division for administrative purposes, as approved by the SGS Dean.

8. GRADUATE UNITS

The powers and duties of each graduate unit 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 SGS policies and procedures.
3. to approve:
 - a. admission of students to SGS and enrolment in the graduate unit and program conforming to the policies of SGS;
 - b. the program of study for each student in the graduate unit and program;
4. to recommend to SGS exemptions to admission and program requirements for individual students according to established policy and procedures;
5. to conduct examinations in the graduate unit, to determine the results of such examinations, to report the results of such examinations to SGS, and to recommend to the Dean students eligible for graduate degrees.

9. THE CHAIR OF A GRADUATE UNIT

1. The chair of each graduate unit shall be appointed in accordance with the University of Toronto *Policy on Appointment of Academic Administrators*⁴.
2. The chair of each graduate unit, in accordance with SGS and University policy and procedures, and subject to SGS review, shall:
 - a. in association with the graduate faculty, maintain and improve the quality of scholarship in the graduate unit;
 - b. initiate graduate faculty membership in the graduate unit for:
 - i. those of professorial rank, including existing members of teaching staff of the University of Toronto, or those appointed to the University from affiliated institutions, and members of teaching staff holding status-only University appointments, to be Full or Associate Members of the graduate faculty;

⁴ See Footnote #1 above.

- ii. other appropriate individuals from within or outside the University with a University of Toronto appointment, whether holding professorial rank or not, to be Associate Members of the graduate faculty for continuing or for limited terms; and
 - iii. retiring Full Members of the graduate faculty to the category of Member Emeritus for a limited term.
- c. initiate graduate faculty membership, in one of three categories of membership: Full, Associate and Emeritus.
- i. 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. Such memberships are normally continuing.
 - ii. 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. Graduate activities of an Associate Member may be restricted, according to policy and procedures. Such memberships may be continuing or for limited terms.
 - iii. Members Emeriti shall be permitted to undertake all duties of a Full Member, but shall only take on new master's or doctoral supervision with the approval of the graduate chair or director. Such memberships are normally for limited terms.
- d. remove from graduate faculty membership, those who, through completion of term, retirement, resignation, death, or for any other reason, are no longer eligible for graduate faculty membership in the graduate unit;
- e. maintain up-to-date records of graduate faculty memberships according to SGS-established procedures and report all changes to SGS;
- f. in accordance with SGS policy and procedures, ensure that every graduate student in the graduate unit has a graduate faculty member who serves as the student's advisor/supervisor throughout the program;
- g. ensure that the graduate unit's courses, other academic assessments or activities, and admission and program requirements are duly approved;
- h. ensure that the content of the graduate unit's graduate program entry in the SGS Calendar is accurate, and up-to-date;
- i. normally call a meeting at least once a year of the members of the graduate unit;
- j. 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;
- k. appoint at his/her discretion, a program director from among the unit's graduate faculty members for each graduate program in graduate units with more than one graduate program, who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair.

10. Constitutional Review and Amendment

1. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regular meeting to which there has been three days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present and voting. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.
2. At periods of not more than ten years, the Dean shall establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

11. By-Laws

1. The procedures of Council and its committees and boards will be set forth in the By-Laws.
2. The By-Laws of Council shall be approved by Council.
3. The By-Laws of the Council may be amended at any meeting of the Council by affirmative vote of two thirds of those members present and voting; notice of the proposed amendment should be provided at the previous regular meeting.