

Faculty of Arts and Science  
Departmental Graduate Education Committee

Terms of Reference – Draft 2

**Membership:**

- Department chair (or designate).
- Two other faculty members from the department.
- One alternate member (active only if a regular member is unavailable).

**Note:** All individuals must also be members of the School of Graduate Studies (SGS). A departmental GTA coordinator may or may not be one of the members; if not, the coordinator should work closely with this group.

**Duties:**

- 1) Facilitate admission and post-admission processes.
  - a. Match potential applicants to supervisors, when required.
  - b. Review applications and, rank them, if required. Forward reviews to the SGS program committees.
  - c. Ensure that needed courses are on the departmental timetable.
  - d. Ensure that supervisory committees follow policies and guidelines related to graduate education.
- 2) Oversee the quality and development of graduate programs at the departmental level.
  - a. Monitor departmental capacity for accommodating graduate education, including faculty workload issues.
  - b. Participate in new program development.
- 3) Support the work of the departmental GTA coordinator, where one exists, and graduate assistants.
  - a. Make departmental members aware of the contents of the GSA Collective Agreement.
  - b. Ensure that the departmental requirements of this agreement are met.
- 4) Enable communication between the department, the SGS and the Dean's office about graduate education.
- 5) Coordinate departmental activities related to graduate recruitment.

**Rationale:**

A "Graduate Education Committee" should be created as a standing committee for all departments in the Faculty of Arts and Science in order to more efficiently and consistently deal with issues related to graduate education. This is especially important as the scope and size of graduate education expands at the U of L.

In particular, there is a need for more consistent departmental vetting of graduate applicants. Currently, the MA, MSc, and PhD program committees, established by SGS, review applications and forward recommendations for admission to the School of Graduate Studies. These program committees function well, but departmental input varies widely. At the present time, all applications must be accompanied by an endorsement form, signed by the chair of the department, but no other departmental vetting is required. Departments differ in terms of whether they have a graduate committee, and in the structure and function of such committees. In some departments where faculty members are actively involved in graduate education, there is no committee at all.

Such a committee is likely to have many benefits. It could improve departmental contact with the School of Graduate Studies and the Dean's Office, in graduate matters. It could help to assess the department's ability to take in graduate students and to oversee program development. Finally, such a group could help to monitor the application of SGS policies in the department as well as the application of the GSA collective agreement.