



**General Faculties Council
Graduate Academic Program Subcommittee
Terms of Reference**

1. ESTABLISHMENT

The Academic Planning and Priorities Committee (**APPC**) hereby establishes a subcommittee called the Graduate Academic Program Subcommittee (the **Subcommittee**) under the provisions of the General Faculties Council's (**GFC**) General Terms of Reference for Standing Committees and these Terms of Reference, and delegates to the Subcommittee the authorities set out herein. In the event of a conflict between the provisions of these Subcommittee Terms of Reference and the General Terms of Reference, these Subcommittee Terms of Reference will govern.

The Dean and Vice-Provost (Graduate Studies) shall act as the responsible senior administrator to the Subcommittee, providing the link between senior administration and the Subcommittee.

2. MEMBERSHIP

Co-Chair

Dean and Vice-Provost (Graduate Studies) (ex-officio, voting).

Academic Co-Chair

As named by the GFC Executive Committee (see "Voting Members" below).

Voting Members

- Five academic staff members:
 - three appointed by the GFC Executive Committee, with at least one of the three being a member of GFC at the time of their appointment; and
 - two appointed by the Graduate Studies Faculty CouncilOne of these persons shall be named by the GFC Executive Committee as Academic Co-Chair of the Subcommittee.
- One student appointed by the Graduate Students' Association
- One member of the Faculty of Graduate Studies, appointed by that Faculty
- Registrar (ex-officio)
- Academic Co-Chair of the Academic Program Subcommittee (ex-officio)

Non-Voting Members

- One person appointed by the Faculty Association
- Associate Deputy Provost (ex-officio)
- Lead, Graduate Calendar, Policy & Program Development (ex-officio)
- Senior Director, Strategic Operations, Faculty of Graduate Studies or delegate (ex-officio)

3. ROLE

The Subcommittee serves as a vetting and advisory group to APPC in respect of the creation, alteration or termination of graduate programs and carries out those additional responsibilities delegated to it by APPC from time to time.

4. RESPONSIBILITIES

The Subcommittee will fulfill its role primarily by carrying out the activities enumerated below.

The listed responsibilities shall be the common, recurring activities of the Subcommittee; however, the Subcommittee may carry out additional responsibilities and duties within its role.

The Subcommittee's primary responsibilities are as follows:

1. Approve:
 - a. all changes to graduate courses (e.g., hours, title, and content), excluding graduate courses that are cross-listed (offered for credit towards either an undergraduate or graduate degree), which are approved by the Calendar and Curriculum Subcommittee (CCS); and
 - b. all minor graduate program changes, such as additions and deletions of courses, and changes to degree options; and
 - c. changes to graduate program-level admission requirements and graduate program-level academic regulations; and
 - d. proposals for the suspension of graduate programs; and
 - e. revisions to graduate program sections of the Academic Calendar; and
 - f. editorial revisions to Faculty of Graduate Studies' admission requirements and graduate academic regulations.
2. Review and recommend to APPC:
 - a. proposals for the creation or termination of graduate programs; and
 - b. proposals for the creation or termination of joint, dual or collaborative delivery of graduate degrees, certificates or diplomas with other institutions; and
 - c. all major graduate program changes, such as changes to program completion requirements (e.g., number of courses required), program redesigns, or program specializations; and
 - d. new and changes to existing Graduate Regulations, including the Faculty of Graduate Studies' admission requirements; and
 - e. new and changes to existing University Regulations (concurrent review and recommendation by the CCS is required); and
 - f. major revisions to sections of the Academic Calendar other than the undergraduate- and graduate-specific sections (concurrent review and recommendation by the CCS is also required).
3. Evaluate, monitor, develop, and recommend to APPC necessary revisions and improvements to the University's program review and approval processes and process documents with respect to graduate programs; and
4. Such other activities and responsibilities delegated or assigned to it by APPC from time to time.

The Subcommittee is also ultimately responsible for the work and responsibilities of any working groups that support or report to the Subcommittee.

5. POWERS

Other than, or in the absence of, specific delegations of authority from APPC to act autonomously, the Subcommittee's powers shall be limited to providing input and ideas, advising, and making recommendations to APPC.

6. AUTHORITIES

The Subcommittee has the specific delegated authority to autonomously: (i) require changes to proposals and to require that proposals receive the recommendation of the Subcommittee before being moved forward to APPC for approval; (ii) approve graduate course changes (excluding cross-listed courses) and minor graduate program changes; (iii) approve changes to program-level graduate admission requirements and academic regulations; (iv) approve graduate program suspensions; and (v) approve revisions to sections of the Academic Calendar that are specific to graduate studies, all on the condition that decisions made or actions taken under this delegated authority are reported to APPC.

7. SPECIFIC RESPONSIBILITIES OF THE COMMITTEE CO-CHAIR

In addition to any other responsibilities of the Co-Chair, the Co-Chair shall act as the liaison between the Subcommittee and the Faculty of Graduate Studies Council in respect of the work of the Subcommittee.

As at May 15, 2024