THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

OKANAGAN SENATE SECRETARIAT
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April 28, 2010

To: **Okanagan Senate**

From: **Academic Policy Committee**

Subject: ***Policy O-4: Governance of the College of Graduate Studies*** **(approval)**

The Academic Policy Committee is pleased to recommend the following to Senate:

Motion: *That the Senate approve* Policy O-4: Governance of the College of Graduate Studies.

THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY: O-4

DRAFT VERSION 1.4.4

OKANAGAN SENATE
c/o Enrolment Services
University Centre
UBC Okanagan Campus

Number & Title:

O-4: *Governance of the College of Graduate Studies*

Effective Date:

1 July 2010

Approval Date:

Senate approval anticipated 28 April 2010

Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *Responsible Committee.*

Responsible Committee:

Academic Policy

Authority:

University Act, S. 37(1)

"The academic governance of the university is vested in the senate and it has the following powers:

(i) to recommend to the board the establishment or discontinuance of any faculty, department, course of instruction, chair, fellowship, scholarship, exhibition, bursary or prize;

(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions;"

S. 47(2)

"A university must, so far as and to the full extent that its resources from time to time permit, do all of the following:

(a) establish and maintain colleges, schools, institutes, faculties, departments, chairs and courses of instruction;

(f) generally, promote and carry on the work of a university in all its branches, through the cooperative effort of the board, senate and other constituent parts of the university".

Purpose and Goals:

This policy is designed to:

1) Provide direction to the *College of Graduate Studies* and the faculties on the structure and responsibilities of the *College of Graduate Studies;*
2) Set out regulations for faculty membership in the *College of Graduate Studies;* and
3) Set out the membership, structure, and responsibilities of the *Graduate Council.*

Applicability:

This policy is applicable to all graduate *courses of study* and *courses of instruction* at *UBC Okanagan*.

Exclusions:

Senate and the *Board* may, by resolution, declare the *College of Graduate Studies* to not be responsible for a graduate *course of study* and thus have all aspects of that *course of study's* administration be the responsibility of its awarding faculty.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *College of Graduate Studies* or *College* means the coordinating body for graduate education at *UBC Okanagan* established by the *Senate* and *Board*.

- *Course of instruction* means a credit course offered by the *University* at its *UBC Okanagan* campus.

- *Course of study* means an academic degree, diploma, or certificate program or other activity resulting in an academic credential from the *University* granted at its *UBC Okanagan* campus.

- *Graduate Council* means the governance body established under this policy for the government, direction and management of the *College of Graduate Studies* and its affairs and business.

Policy:

1) The *College of Graduate Studies* shall coordinate between the faculties graduate educational matters as set out in the appendix to this policy.

2) The *College of Graduate Studies* shall administer the Interdisciplinary Graduate Program on behalf of those faculties participating as if it were a faculty, provided that any student registered in this program shall be formally registered in the faculty of their primary supervisor.

3) Membership in the *College of Graduate Studies*

   a. The *College of Graduate Studies* shall consist of the President, the Deputy Vice-Chancellor, the Provost, the Dean of the *College of Graduate Studies*, Deans of Faculties and appropriately qualified members of the faculty from *UBC Okanagan* as set out in Sub-Sections 3 (b) and (c) of this policy.

   b. Members of the *College of Graduate Studies* include all tenured or tenure-track (including grant tenured or grant tenure-track) faculty members holding the rank of Assistant Professor, Associate Professor, or Professor approved by their faculty for membership in the *College.*

   c. Members of the *College of Graduate Studies* may continue as members upon retirement, provided they are approved by their faculty for membership in the *College* and continue to meet the criteria established by their graduate program for membership in the *College.* Membership notwithstanding, a retired faculty member may supervise or co-supervise graduate students as provided for by their faculty.

   d. The *Responsible Committee* shall establish and revise procedures under this policy for the administration of membership in the *College of Graduate Studies,* including procedures for appealing a faculty decision to not approve membership or to suspend or cancel membership in the *College*.

e. In establishing or revising a procedure under Sub-Section 3 (d) of this policy, the *Responsible Committee* shall consult with the faculties and all senior academic administrators at *UBC Okanagan*.

f. Except for as set out in Sub-Section 3 (c) and this sub-section, only members of the *College of Graduate Studies* may supervise graduate students or chair examining committees*:*

i. Other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors, visiting professors, or *UBC Vancouver* faculty) who are actively engaged in research and experienced with graduate education may be approved by the Dean of the *College of Graduate Studies*, upon the recommendation of their Head, Director or Dean to supervise or co-supervise master's and doctoral students and/or serve on doctoral student supervisory committees provided they meet criteria set by the *College*. These individuals are not members of the *College*.

ii. Individuals from outside the *University* may serve on supervisory committees or as secondary co-supervisors on the recommendation of the faculty and the approval of the Dean of the *College of Graduate Studies*. These individuals are not members of the *College*.

iii. In the case of co-supervision by an individual who is not a member of the *College of Graduate Studies*, a member of the *College* must serve as the primary supervisor.

4) Teaching of graduate *courses of instruction* is the responsibility of the faculties.

5) The *Graduate Council*

a. Membership and Terms of Office

i. The *Graduate Council*'s voting membership is as follows:

1. Dean of the *College of Graduate Studies;*
2. President;
3. Deputy Vice-Chancellor;
4. University Librarian or his or her designate;
5. Provost;
6. Associate Vice-President, Learning Services;

7. Deans of Faculties or his or her designate;
8. Director of Interdisciplinary Graduate Studies;
9. Faculty members, apportioned as follows:

    a. Six (6) from the Faculty of Arts & Sciences, with one from each academic unit therein;
    b. Two (2) from Faculty of Creative & Critical Studies, with one from each department therein;
    c. One (1) each from the faculties of Applied Science, Education, Management, and Health & Social Development;

10. Student members, apportioned as follows provided that no more than one student may be registered in each faculty:

    a. Two (2) doctoral students elected by and from the doctoral students; and
    b. Two (2) master's students elected by and from the master's students.

ii. The Registrar or his or her designate and the Director of Graduate Administration shall be non-voting members of the *Graduate Council.*

iii. Faculty members serving under Section 5 (a)(i)(9) shall be appointed in a manner specified and under such terms decided upon by their respective faculties.

iv. Student members serving under Section 5 (a)(i)(10) shall be elected for two (2) year terms and thereafter until replaced provided they remain registered as graduate students.

v. The seat of an elected or appointed member shall be declared vacant should that member fail to attend three consecutive regularly-scheduled meeting of the *Graduate Council* without leave having been granted by the *Graduate Council*.

b. Terms of Reference

i. Subject to approval by the *Senate* and to this policy, the *Graduate Council* shall be responsible for the government, direction and management of the *College of Graduate Studies* and its affairs and business.

ii. Without limiting the generality of Section 1 or Sub-Section 5 (b)(i), the *Graduate Council* shall be responsible for:

1. reviewing graduate-level *courses of instruction* and *courses of study* for academic quality and to make recommendations thereon to the appropriate committees of *Senate;*

2. assuring uniformity of practices and standards for master's and doctoral theses defense oral examinations;

3. Establishing and revising standards for graduate-level theses and comprehensive examinations;

4. Establishing and revising standards for the admission to candidacy of doctoral students;

5. Establishing and revising processes for determining admissibility to graduate *courses of study*.

6. Establishing and revising processes for determining eligibility to graduate from graduate *courses of study*.

7. Reviewing recommendations resulting from academic reviews of graduate *courses of study* and making recommendations thereon to the Dean of the *College*, the faculties, *Senate*, or others as appropriate;

8. Recommending the standards, criteria and terms of graduate scholarships and awards to the *Board* and *Senate*, and approving the granting of *College of Graduate Studies*-administered scholarships and awards to their recommended recipients; and

9. Recommending procedures under this policy to the *Responsible Committee*.

10. Establishing necessary standing and ad-hoc committees of the *Graduate Council*, setting out their compositions and terms of reference, and delegating to such committees such powers of the *Graduate Council* as the *Graduate Council* sees fit except for the power to further delegate.

c. Meetings of the *Graduate Council*

i. Regular meetings of the *Graduate Council* shall occur monthly, with the time and location for such meetings to be set by the Dean of the *College of Graduate Studies* for each year prior to the start of term 1 of each Winter Session and notice of such being given at that time to each member of the *Graduate Council*.

ii. Extraordinary meetings may be called by the Dean of the *College of Graduate Studies* provided that five (5) days notice is given to members of the *Graduate Council* and must be called by the dean upon receipt of a petition to that effect signed by a quorum of the *Graduate Council*.

iii. A quorum of the *Graduate Council* shall be ten (10) voting members.

iv. The agenda for each regular and extraordinary meetings of the *Graduate Council* shall be circulated at least two (2) days prior to the meeting.

v. The *Graduate Council* shall set such deadlines for submission of agenda items for regular and extraordinary meetings as it sees fit.

Calendar Statement:

Faculty/School: College of Graduate Studies	**Date: January 7, 2010** **Contact Person: Dean Marvin Krank** **Phone: 250.807.8773** **Email:** marvin.krank@ubc.ca
Proposed Calendar Entry: Faculties, Schools, and Colleges Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Introduction	Draft Calendar URL: http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=18,285,983,0 Present Calendar Entry: Faculties, Schools, and Colleges Homepage > Faculties, Schools, and Colleges > College of Graduate Studies > Introduction

Dean's Office Dr. Marvin Krank, Dean Erika Schulz, Director of Graduate Administration Jennifer Cook, Assistant to the Dean UBC Okanagan Arts Building, 360 3333 University Way Kelowna, BC V1V 1V7 Tel: 250.807.8772 Fax: 250.807.8799 Web: **www.ubc.ca/okanagan/gradstudies** The College of Graduate Studies works in conjunction with departments, academic units, schools, and faculties to coordinate and maintain the quality of master's and doctoral programs at UBC Okanagan. For more information on the responsibilities of the College, please see policy O-4: Governance of the College of Graduate Studies at URL. The College of Graduate Studies is responsible for the UBC Okanagan Interdisciplinary Graduate Studies program. Details of this, as well as graduate programs which operate within affiliated faculties, are provided at College of Graduate Studies.	Dean's Office Dr. Marvin Krank, Dean Erika Schulz, Director of Graduate Administration Jennifer Cook, Assistant to the Dean UBC Okanagan Arts Building, 360 3333 University Way Kelowna, BC V1V 1V7 Tel: 250.807.8772 Fax: 250.807.8799 Web: **www.ubc.ca/okanagan/gradstudies** The College of Graduate Studies works in conjunction with departments, academic units, schools, and faculties to coordinate and maintain the quality of master's and doctoral programs at UBC Okanagan. ~~Among its functions with respect to graduate students and graduate programs are the following:~~ • ~~reviewing and recommending to Senate new graduate programs, curriculum changes, and graduate-level (500–699) courses;~~ • ~~determining or verifying the admissibility of students applying for graduate programs;~~ • ~~assisting departments and other units with recruitment of new graduate students;~~ • ~~coordinating scholarships, fellowships, and awards for graduate students across the UBC Okanagan campus;~~ • ~~approving requests for transfer between programs, leaves of absence, reinstatements after interruptions of study, and extensions after the maximum time-in-program has been exhausted;~~ • ~~helping individual graduate students who encounter problems during their programs;~~ • ~~assuring uniformity of practices and standards for master's and doctoral~~

	~~theses defense orals;~~ • ~~maintaining records of the academic performance of graduate students; and~~ • ~~determining whether graduate students are eligible to graduate.~~ • ~~For some programs, the faculty offering the program may retain some of the above functions delegated to the College of Graduate Studies. These functions will be described in the program description.~~ The College of Graduate Studies is responsible for the UBC Okanagan Interdisciplinary Graduate Studies program. Details of this, as well as graduate programs which operate within affiliated faculties, are provided at College of Graduate Studies.

Consultations:

The following groups have been consulted during the development of this policy:

Deans of Faculties
Graduate Program Coordinators

History:

This is the first version of this policy.

Related Policies:

None at this time.

Appendix:

Coordination of Responsibilities for Graduate Education Matters

GRADUATE STUDIES	**FACULTIES***
Student Recruitment	
Promote graduate studies programs for UBC Okanagan; assist general advertising	Develop promotional materials for programs

initiatives	Advertise and market programs
Maintain a web page for general information regarding available programs, application and admission standards, funding, etc.	
Outreach efforts to attract best students	Outreach efforts to attract best students
Admissions, Re-Admission, & Transfer	
Receive, screen, sort, and process applications (follow up with missing items; make application materials available to programs; maintain files; track progress; remind program advisors of deadlines and deliverables)	Review applications and make decisions regarding preferred candidates for admission, re-admission, & transfer
Ensure general policies and regulations are adhered to (TOEFL criteria, average calculations, transcript interpretation, assessment of credentials, fraud detection)	Quality assessment, prerequisite assessment, evaluation of referee letters, etc., as well as general due diligence (e.g., phone interviews of foreign candidates to check language skills)
Manage application fee payments	
Send letters of acceptance and decline to students (a copy of each letter is sent to the program coordinator and to the supervisor), send funding letters for students in collaboration with the disciplinary faculty	Confirm faculty-level funding details for funding letter
Maintain contact with admitted students and forward orientation information	Maintain contact with admitted students and forward faculty or program-specific information kits (e.g., “Surviving Grad School”)
Manage and approve exception requests/extraordinary circumstances (in collaboration with the program and discipline faculty dean)	Request exceptions
Student Financial Assistance	
Endowment development	Endowment development

Develop and administer all financial aid instruments (scholarships, fellowships,) that are external or campus /university-wide, and are not employment related: 1. instruction in process 2. vetting of applications for competition 3. creating and managing the selection committees 4. notifying applicants 5. liaison function with UBC Vancouver's Faculty of Graduate Studies a. allocation of applicants for UBC Okanagan in major competitions b. monitoring UBC-wide opportunities	Manage Teaching and Research Assistant opportunities in collaboration with each Faculty's Dean's Office (maintain strict adherence to work-related guidelines and union regulations, etc.) Develop program-specific guidelines on overall financial packages for students (for competitiveness)*
Liaise and coordinate with programs regarding discipline-specific opportunities, especially as regards government requirements/limitations on scholarships	
Student Progress Within Programs	
Student Orientation (i.e. "Welcome to Grad School")	Student Orientation (Welcome to the Program and to the Department/Unit)
Workshops (communication of University processes, professional development, ethics, funding, etc.)	Workshops (Teaching Assistant training, Research protocols, Getting a Job, Professionalization)
	Develop infrastructure to support student research and learning and provide adequate office and laboratory space
Maintain files on student milestones (master checklist with supplementary forms and signatures) and appropriate sanctions Monitor compliance with Senate approved timelines	Develop mechanisms to keep track of student progress and to conduct effective advising (e.g., completion of course requirements, meeting critical timelines)*
Approve and track "leave of absence" and extension of maximum time in-program requests in collaboration with Programs	Recommend leaves of absence and extensions.
Administer withdrawal/dismissal requests	Initiate withdrawal/dismissal requests
Management of appeals (exemptions from the rules; resolution of conflicts relating to program; grades)	
Management of academic misconduct cases of students	
Maintain files on supervisors, co-	Approve and appoint faculty members to

supervisors, and appointments to supervisory committees On the recommendation of faculties, approve supervisors, co-supervisors, and appointments to supervisory committees as required and in accordance with Senate policies.	committees as required and in accordance with Senate policies Recommend faculty members to committees following Senate regulations*
Appoint chairs, internal (non-supervisory) members, and external members of thesis examining committees	Recommend internal (non-supervisory) members and external examiners of thesis examining committees to Graduate Studies for approval
Review and approve thesis examination results	
Final approval of thesis/abstracts for uploading to cIRcle.	
Convocation audits and recommend students to the Senate for graduation (As such, the graduate dean signs parchments)	
Foster and develop Graduate Culture & Community across faculties	Foster and develop Graduate Culture & Community within the faculty and with other faculties
Program Development	
Facilitate proposal development	Develop a comprehensive proposal including 5-year growth model and realistic budget projections, as well as Education Plan that demonstrates feasibility of graduate program
Provide interim proposal review and feedback	Coordinate with GS during program development* Consult with Faculty Dean's Office
Provide consultation to the Faculty regarding program viability	Undertake thorough "market" analysis regarding need and viability of the proposed program Secure consultation reports
	Undertake realistic assessment of faculty strengths and overall prospects for delivering a robust graduate experience for students
Review final program proposals for completeness, graduate program level and adherence to UBC Okanagan regulations and standards, and make recommendations to Senate or its committees thereon in a	Faculty to deliver final proposal to the Curriculum Committee of Senate

timely fashion.	
	NOTE: for new-to-UBC proposals, there is also a government (Ministry) process, which should move in parallel but NOT in advance of internal approvals.
Review course proposals for completeness, graduate program level, and adherence to UBC Okanagan regulations and standards and make recommendations to Senate or its committees thereon.	Develop new courses Course approval
Program Administration	
Propose Guidelines, Rules, and Regulations that govern graduate programs at UBC Okanagan	Propose Guidelines, Rules, and Regulations that govern graduate programs at UBC Okanagan
Develop standardized metrics to track quality and effectiveness of UBC Okanagan graduate programs including conducting student satisfaction surveys.	Develop strategies for best learning outcomes, student satisfaction, short time to completion, and retention Monitor and ensure quality outcomes for every student by performing annual assessments of student progress (in conjunction with supervisors)
Develop annual reporting requirements for programs	Monitor and track effectiveness of various elements of the program
Coordinate periodic program reviews (e.g., 5 years) in collaboration with the Faculty Deans and the Provost (should involve external review team)	
Make recommendations to Senate regarding discontinuance of programs	
Recommend to Senate requirements and expectations regarding policy and procedures for graduate studies.	
Maintain files of program procedures	
Program Delivery	
	Course assignments Develop the education plan for the program
	Develop procedures for program delivery including: expense reimbursements, etc.

External and internal relations	
Liaise with the Faculty of Graduate Studies in Vancouver and other administrative bodies (e.g., Registrar) with respect to general graduate studies policies and procedures	
Maintain external relations with national and international graduate studies bodies	
Approve all transfer credits	Recommend transfer credits
Approve external members of thesis and examination committees	Recommend external members of thesis and examination committees
Academic discipline	
Develop mechanisms and programs to support ethical and professional academic conduct	Develop policies and procedures to ensure ethical and professional academic conduct

* Faculties in these references shall be taken to include the Interdisciplinary Graduate Studies Program for the purposes of the administration of that program.

Procedures:

Procedures for the Administration of Membership in the *College*

1) Graduate programs have the primary responsibility for defining their specific criteria for membership in the *College of Graduate Studies*, provided they are approved by their Faculty, and are in agreement with the general criteria set by the *College of Graduate Studies*. These criteria are in addition to those of the *College of Graduate Studies*.

2) On an annual basis, each graduate program, in consultation with its Faculty will review and update a list of individuals provided by the *College of Graduate Studies* comprised of: (1) faculty who meet the criteria for membership in the *College of Graduate Studies* and (2) those other individuals (e.g. clinical professors, adjunct professors, senior instructors or visiting professors) who are approved to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees by the *College of Graduate Studies*. Each graduate program, in consultation with their Faculty will also determine: (1) whether any new faculty members should be added, (2) whether any members should be deleted because of death, resignation, illness, no longer fulfilling criteria for membership, etc.

3) Graduate programs may recommend other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors or visiting professors) who do not meet the criteria for membership in the *College of Graduate Studies* to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees, to the *College of Graduate Studies* for approval, providing the faculty member meets the relevant criteria and is approved by the Faculty.

4) The *College of Graduate Studies* may review the lists of members submitted by the Faculties to determine whether the membership lists are consistent with membership criteria. Upon request the graduate program will supply the *College of Graduate Studies* with evidence that a particular appointment is consistent with the criteria.

5) Where there is a complaint that a faculty member is not satisfactorily performing his or her duties and obligations as a member of the *College of Graduate Studies*, the Head or Director through their Dean, in agreement with the Dean of the *College of Graduate Studies*, or the Dean of the *College of Graduate Studies*, in agreement with the Faculty Dean, may initiate an inquiry and take appropriate action including recommending to the President that the individual's membership in the *College of Graduate Studies* be suspended or cancelled. Unsatisfactory performance includes, but is not limited to, inattentive or poor graduate student supervision as well as violations of the bounds of appropriate conduct between a faculty member and student such as:

- allowing a conflict of interest to develop between the interests of the student and the interests of the faculty member,
- placing inappropriate demands upon a student, or
- failing to follow principles of scholarly integrity with respect to the research and work of students.

A faculty member has the right to appeal a decision regarding his or her membership in the *College of Graduate Studies* under the grievance and arbitration procedures set out in Article 21 (Grievance and Arbitration under Agreements) of the Framework Collective Agreement between *UBC* and the Faculty Association of *UBC*.