

PLANT SCIENCE GRADUATE STUDIES COMMITTEE

Terms of Reference

To advise and make recommendations to the Department Head, Department Council and the Faculty of Graduate Studies on all matters pertaining to graduate studies.

Specifically, the Committee will:

- Formulate and recommend policies regarding graduate programs in the Department of Plant Science.
- Review existing graduate programs and inform advisors and members of advisory committees of any required action.
- Evaluate proposals for new graduate courses and for revision of existing courses.
- Review graduate course offerings yearly, or more frequently, when requested and recommend any necessary changes to Department Council.
- Review applications from prospective graduate students and recommend acceptance or rejection of students to the Faculty of Graduate Studies.
- Make recommendations to the Department Head on candidates for scholarships, bursaries and awards directed to the committee.
- Act as Department's appeal committee on any graduate student appeals.
- Make recommendations to the Department Head on graduate student related matters and graduate student cases referred to the committee for action.
- Develop a strategy, institute programs and take the initiative to recruit graduate students.
- Serve as a group from which the Chair will select members to serve as Chairpersons for Ph.D. Candidacy Examination Examining Committees.
- Review terms of reference annually and make recommendations for revision to Plant Science Department Council.

Composition: The committee is composed of: three members of academic staff appointed by the Head for a three year term; the graduate program administrative assistant who serves on an ongoing basis. The Committee will be chaired by the Associate Head. One member will be replaced every year. In appointing this Committee, consideration should be given to include academics who are serving on Faculty of Graduate Studies Committees (Faculty Council, Board of Graduate Studies, etc.). The committee meets at least three times per year. The Head is an ex-officio member of the committee.