

FACULTY OF MEDICINE & DENTISTRY
Graduate Programs Committee

Original Approval Date: September 22, 2014

Most Recent Approval Date:

Most Recent Editorial Date:

Office of Accountability:	Dean of Faculty of Medicine and Dentistry
Office of Administrative Responsibility:	Vice Dean Research Vice Dean Education
Approver:	Dean's Executive Committee
Scope:	Terms of Reference

Overview

The Graduate Programs Committee (GPC) manages all graduate training and education for the Faculty of Medicine and Dentistry (FoMD) in collaboration with the Faculty of Graduate & Postdoctoral Studies (GPS). This committee reports to the FoMD Vice Dean Research but makes graduate program recommendations to the Faculty Learning Committee through the Vice Dean Education.

1. Purpose

The purpose of GPC is to facilitate the oversight and excellence of all graduate programs administered in the FoMD. Although all graduate programs are part of GPS, individual faculties are responsible for maintaining standards and enhancing graduate training. Individual faculties must also approve all changes to graduate programs.

- Has the overall responsibility of advising the Dean, through the Vice Dean Research and the Vice Dean Education, on management and quality matters related to graduate programs within the Faculty of Medicine and Dentistry.
- Makes recommendations regarding requested changes to graduate programs and proposals for new graduate programs.

2. Responsibilities:

2.1 Provide policy, guidance, and efforts in the areas of:

- Graduate program management.

- Research training program management.
- Review graduate program standards.
- Approval of graduate program changes.
- Graduate program quality measures and reviews.
- Professional development for trainees.
- Graduate student engagement.
- Professionalism.

3. Composition:

3.1 Chair (Associate Dean Research, Graduate Programs)

3.2 *Ex Officio* members:

- Director of Graduate Studies of all graduate programs in the FoMD.
- Lead, Research Training Programs.
- Manager, Research Training Programs.

3.3 Two student members, appointed annually, to serve a one-year term.

3.4 One department Graduate Program Administrator, appointed annually, to serve a one-year term.

3.5 *Ad Hoc* Members:

- Chair, Medical Sciences Graduate Program.

4. Meetings:

4.1 Meetings will be held monthly.

4.2 A quorum will be the Chair (or a designated alternate) and 50% of voting members.

4.3 The Chair votes only in the event of a tie.

4.4 If a member is unable to attend, they are encouraged to send a delegate on their behalf, however they will not vote.

4.5 Minutes of GPC with actions will be kept.

4.6 The Associate Dean Research will update the Vice Dean Research and Vice Dean Education on GPC meeting actions.

Graduate Programs Committee

COMPOSITION	
Chair, Associate Dean Research, Graduate Programs	
<i>Voting Members:</i>	
I.	Director of Graduate Studies for:
1.	Biochemistry
2.	Cell Biology
3.	Dentistry
4.	Laboratory Medicine and Pathology
5.	Medical Genetics
6.	Medical Microbiology and Immunology
7.	Medicine
8.	Neuroscience
9.	Obstetrics and Gynecology
10.	Oncology
11.	Ophthalmology and Visual Sciences
12.	Pediatrics
13.	Pharmacology
14.	Physiology
15.	Psychiatry
16.	Radiology and Diagnostic Imaging
17.	Surgery
<i>Non-Voting Members:</i>	
I.	Chair, Medical Sciences Graduate Program
II.	Lead, Research Training Programs
III.	Manager, Research Training Programs
IV.	Two Graduate Student Representatives
V.	One department Graduate Program Administrator representative

Bold the first instance of a **defined term** in the Overview/Purpose/POLICY then define the term in the Definitions section below.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Defined Term

There are no definitions for this Policy

RELATED LINKS

No Related Links for this Procedure



Developed July 8, 2014

Revised August 19, 2014

Approved by DEC September 22, 2014