

**Department of Community Health Sciences – Graduate Studies Committee
Terms of Reference**

1. Membership

The Committee shall consist of the following voting members:

- (1) Committee chair: Director of Graduate Studies Program, DCHS
- (2) Department Head, DCHS
- (3) Director, Public Health and Preventive Medicine Residency Training Program
- (4) 2 members of part-time/adjunct faculty
- (5) 1 representative selected by graduate students in DCHS
- (6) 1 representative selected by public health residents in DCHS
- (7) 4 members-at-large representing full-time faculty members of DCHS
- (8) Director of Master of Public Health Program, DCHS

2. Method of Selection

The Director, Graduate Studies is appointed by the Department Head, CHS. Six of the 11 members, from categories (4) and (7), are to be elected by the Department Council for 3-year terms. (1), (2) and (8) are designated members filled by the current holders of those positions. (5) and (6) may change from year to year as determined by the student associations.

3. Meetings of the Graduate Studies Committee

- a) The Director, Graduate Studies, or his/her designate shall preside.
- b) Regular meetings of the Graduate Studies Committee shall be called by the Director, Graduate Studies, at least four times during the academic year.
- c) Notice for regular meetings shall be at least 72 hours.
- d) Special meetings may be called by the Director, Graduate Studies, on his/her own motion, or on the written request of three members of the Graduate Studies Committee.
- e) Notice for special meetings shall not be less than 24 hours.
- f) A quorum shall be five members of the Graduate Studies Committee.

4. Functions

- (1) To determine policies relating to the graduate program, e.g. admissions criteria, course requirements, theses, course transfers/waivers, scholarships/fellowships, student support services, and other relevant matters
- (2) To plan and review graduate studies curricula.
- (3) To approve new courses and changes to existing courses.
- (4) To review and select applicants for admission to graduate program.
- (5) To advise the Director, Graduate Studies and the Department Head, CHS, as needed.
- (6) To establish sub-committees on an as-needed basis to deal with specific issues.