

## Department of Biomedical Sciences

### Role and Responsibilities of the Graduate Committee

2019

- Participate in the department graduate program committee (GPC) ~12 meetings per year
- Provide advice, on a regular basis, to the Chair, GPC about issues impacting graduate student programing and resource allocation
- Along with the Chair, GPC, report to department faculty at faculty meetings on issues of concern/interest
- Review and comment on all graduate program forms (admission offers, funding forms, committee forms, program forms, progress reports, exam requests)
- Review and adjudicate various external and internal scholarship and fellowship applications (OGS, NSERC, OVC Scholarships/Fellowships)
- Review all applications in an annual meeting for departmental student nominees for OVC Graduate Awards
- Participate in departmental, college and university graduate student recruitment activities
- Review and advise the Chair, GPC on Plans of Action for students, in particular, when there are concerns or duration in the program has been exceeded.
- Work with faculty and staff from our department and other departments in developing / modifying graduate programs and offerings
- Review and advise the Chair, GPC annually on review of program content for the Graduate Calendar and other promotional materials
- Participate in preparing a review of the programs when required.
- Adjudicate all internal (departmental) graduate award competitions (Grad growth funds, etc).
- Review and advise the Chair, GPC annually on all graduate courses offered on an annual basis.
- Review and update the departmental graduate handbook

**Terms will be 3 yrs renewable only ONCE. Member must take a 1 yr break before returning to the committee. New members must be nominated/elected by dept faculty. Normally, the Chair is nominated from among the existing committee composition.**