

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... ALL MEMBERS OF SENATE AND PERSONS
NORMALLY RECEIVING SENATE MINUTES
AND PAPERS

Subject..... SENATE PAPER

From..... H. M. EVANS

REGISTRAR AND SECRETARY OF SENATE

Date..... OCTOBER 29, 1971

The undernoted Senate paper is distributed for your records and information:

S.71-112 Membership of Graduate Studies Committees - as amended and approved by Senate, October 4, 1971.

SIMON FRASER UNIVERSITY

S.71-112

MEMORANDUM

(As amended and approved by Senate, October 4, 1971)

To SENATE

From JON WHEATLEY *JW.*

DEAN OF GRADUATE STUDIES

Subject MEMBERSHIP OF GRADUATE STUDIES COMMITTEES

Date SEPTEMBER 15, 1971

MOTION: "That the paper entitled 'Composition of the Senate

MOTION

Graduate Studies Committee and the Executive Committee of the Senate Graduate Studies Committee' be accepted".

This motion passed the Executive Committee of the Senate Graduate Studies Committee on August 30, 1971 and the Senate Graduate Studies Committee on September 13, 1971.

Rationale

The proposed Committee composition differs from that presently in effect in the following ways.

- a) The Executive Committee is now guaranteed to be a sub-committee of the Senate Graduate Studies Committee
- b) The Dean of Graduate Studies may have a designate at the Executive meetings. As this Committee meets regularly and the Dean sometimes has to be out of town, this is desirable.
- c) The Deans of faculty on the Senate Graduate Studies Committee are no longer named by Faculty. This is done so that if new Faculties are added, the Dean of the new Faculty sits on the Committee automatically.
- d) Students now sit on both committees.
- e) There are more stringent requirements as to who may sit as 'alternates'.

COMPOSITION OF THE SENATE GRADUATE STUDIES
COMMITTEE AND THE EXECUTIVE COMMITTEE OF
THE SENATE GRADUATE STUDIES COMMITTEE

The following membership of the Senate Graduate Studies Committee and the Executive Committee of the Senate Graduate Studies Committee was approved by the Executive Committee of the Senate Graduate Studies Committee on August 30, 1971 and by the Senate Graduate Studies Committee on September 13, 1971.

- A. That the membership of the Senate Graduate Studies Committee shall be as follows:
1. The Dean of Graduate Studies Chairman
 2. The Dean of each Faculty or his designate
 3. The University Librarian
 4. The Chairman of each Departmental Graduate Studies Committee
 5. A graduate student representative, or his alternate, from each Faculty to be elected by and from the graduate students in that Faculty under the supervision of the Registrar
 6. The Registrar (non-voting)
 7. The Assistant Registrar-Graduate Studies (non-voting)

NOTES

- (i) The Committee quorum shall be the Chairman and six members of faculty.
- (ii) A voting member of the Committee, if he cannot attend, may send a qualified alternate. A 'qualified alternate' for a member of faculty shall be a member of faculty who is qualified for the Chairmanship of his Departmental Graduate Studies Committee under S.294 as amended. A 'qualified alternate' for a graduate student shall be a graduate student so elected at Simon Fraser University.
- (iii) Elections for graduate student representatives and alternates shall be held once a year in the Fall Semester. A sitting member is eligible for re-election at the end of his term of office.
- (iv) Replacement elections for elected members who resign from or cease to qualify for the Committee will be held as soon as practicable. A member elected in this way will serve for the remainder of the term of the member he replaces.

B. That the membership of the Executive Committee of the Senate Graduate Studies Committee shall be as follows:

1. The Dean of Graduate Studies, or his designate appointed from the faculty members on the Senate Graduate Studies Committee Chairman
2. The University Librarian
3. Two members of each Faculty elected by the appropriate Faculty Graduate Studies Committee from the members of that Faculty on the Senate Graduate Studies Committee.
4. One graduate student to be elected by and from the students on the Senate Graduate Studies Committee
5. The Registrar (non-voting)
6. The Assistant Registrar-Graduate Studies (non-voting)

NOTES

- (i) The Committee quorum shall be the Chairman and one faculty member from each Faculty
- (ii) A voting member of the Committee, if he cannot attend, may send an alternate who shall be a member of the Senate Graduate Studies Committee. Alternates for graduate students shall be graduate students and alternates for faculty members shall be faculty members.
- (iii) Under normal circumstances, committee members under 3 above shall serve two year terms with one member from each Faculty elected every year in the Fall Semester. Under exceptional circumstances a member may be elected for a shorter term to maintain or introduce the alternating pattern indicated. Members under 3 above shall be eligible for re-election at the end of their term of office.
- (iv) The member under 4 above shall normally serve a one year term, the election to take place in the Fall Semester. He shall be eligible for re-election at the end of his term of office.
- (v) Replacement elections for elected members who resign from or cease to qualify for the Committee shall be held as soon as practicable. A member elected in this way shall serve for the remainder of the term of the member he replaces.