



Faculty of Graduate Studies Council – Terms of Reference

Approved by: Senate

Established on: October 28, 2005

Revised: January 23, 2009; December 4, 2009; January 19, 2015; November 30, 2015; January 18, 2016; October 30, 2017; February 11, 2019; April 1, 2022 (editorial); May 11, 2026

Quorum: A simple majority of all filled voting positions. Committee members whose positions are listed as ** shall not be included in the total when the quorum is counted.

Five business days' notice shall be given for all meetings except that a meeting may be held at any time without due notice if all members of the Committee are able to be present and/or consent thereto.

The Council will typically meet monthly from September to May.

COMPOSITION	TERMS OF OFFICE
**Provost & Vice-President, Academic	Ex officio
**Vice-President, Research & Innovation	Ex officio
**Associate Vice-President, Research & Graduate Studies (non-voting except in the absence of the Vice-President, Research & Innovation)	Ex officio
**Vice-President, Administration & Finance	Ex officio
**Vice-Provost, Indigenous Initiatives	Ex officio
**Deputy Provost, Academic Affairs (non-voting, except in the absence of the Provost & Vice-President, Academic)	Ex officio
**Dean of Graduate Studies	Ex officio
**Faculty Deans with a Graduate Program	Ex officio
**Vice-Provost, Institutional Planning & Analysis	Ex officio
**Associate Registrar, Registrarial Services	Ex officio
**Vice-Provost International	Ex officio

**Director, International Enrolment (non-voting, except in the absence of the Vice-Provost International)	Ex officio
**Chair, Senate Research Committee	Ex officio
**University Librarian	Ex officio
One graduate coordinator/chair from each graduate program (elected by and from the faculty members in the graduate program)	Ex officio
Chairs, FGS Leave / Extension Committee and FGS Regulations / Programs Committee	Three-year terms (renewable)
One graduate student from each academic faculty with a graduate program	One-year terms (renewable)
**Lakehead University Student Union Vice-President, Advocacy (non-voting)	Ex officio
**Manager of Curriculum Development, Delivery, and Convocation (non-voting)	Ex officio
**Graduate Admissions Officer (non-voting)	Ex officio
**Graduate Funding Officer (non-voting)	Ex officio
**Manager, Graduate Studies (non-voting)	Ex officio

ORGANIZATION

1. Chair: Dean of Graduate Studies
2. Secretary: Manager, Graduate Studies
3. Administrative Offices: University Secretariat; Office of the Faculty of Graduate Studies

TERMS OF REFERENCE

1. To promote graduate education;
2. To review all proposed new graduate programs, current program amendments and make recommendations to the Senate;
3. To make recommendations to the University on policies affecting graduate education;
4. To inform responses to University, provincial, national and international policies that impact on graduate level education;
5. To carry out Senate-approved graduate program policies that include, but are not limited to: time extensions, leaves of absence;
6. To review all proposed graduate program curriculum/calendar changes and

regulations, and make recommendations to the Senate;

7. The Council may establish such Standing Committees or ad-hoc committees as it considers necessary. The Council may delegate authority to its committees, but such committees will be responsible to the Council;
8. Report to the Senate and/or Senate Executive Committee following every meeting, as required by the Senate Bylaws.