

GRADUATE EDUCATION COUNCIL (GEC) ACADEMIC POLICY COMMITTEE

Terms of Reference:

The GEC Academic Policy Committee is responsible for reviewing and amending academic policies relating to graduate studies.

- ✓ New and revised graduate academic policies will be recommended to GEC for approval
- ✓ New and revised policies that are deemed (as per the ["Approval Authority Document"](#)) to require Senate approval will be recommended to the Senate Committee on Academic Policy and Senate following approval from GEC.

Composition:

- ✓ One Associate Dean-Graduate (or equivalent) from each Faculty
- ✓ One Graduate Program Chair from an Affiliate University College, rotating across the Affiliates on a two-year cycle
- ✓ Two graduate students who represent the diversity of graduate programs (one-year cycles, on a rotational basis), elected by GEC **
- ✓ Two Graduate Assistants who are not from the same Faculty and who are members of GEC (two-year cycles, on a rotational basis) **
- ✓ Additional non-voting members (e.g. Office of the Registrar staff, School of Graduate and Postdoctoral Studies staff, Office of Indigenous Initiatives staff, Equity, Diversity and Inclusion Office staff, Western International staff) as resources as needed
- ✓ Ex Officio voting:
 - *Vice-Provost (Graduate and Postdoctoral Studies)
 - *Associate Vice-Provosts (Graduate and Postdoctoral Studies)
- ✓ Quorum shall be achieved with:
 - i. The presence of either of
 - a. School of Graduate and Postdoctoral Studies' Vice-Provost
 - b. School of Graduate and Postdoctoral Studies' Associate Vice-Provost
 - ii. A simple majority of committee members

*The Vice-Provost or one of the Associate Vice-Provosts will serve as Chair of the GEC Academic Policy Committee

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised September 2025 (Supersedes May 2025; April 2023; March 2014)