

**GRADUATE COMMITTEE
CENTRE FOR NEUROSCIENCE STUDIES**

TERMS OF REFERENCE

- Committee:** Graduate Committee
Centre for Neuroscience Studies, Queen's University
- Purpose:** To oversee all neuroscience graduate program education and training policies, procedures and curriculum
- To identify issues/concerns related to all aspects of the program including but not limited to application of policies and evaluation processes
- Objectives:** The Graduate Program Committee will evaluate systems in place and make recommendations to the Executive Committee of the CNS for proposed changes to the program. This includes curriculum changes, policies, procedures and finances.
- Membership:** Coordinator, Graduate Program in Neuroscience
Past Coordinator, Graduate Program in Neuroscience
Program Assistant, Graduate Program in Neuroscience
Director, Centre for Neuroscience Studies
Graduate Student Representative
Four Appointed Faculty Members, Centre for Neuroscience Studies
- The four appointed faculty members must broadly represent the neuroscience graduate program
- Terms:** Graduate Student Representative:
- The student will sit on the Committee for a one-year term to allow for equal access to Committee involvement for all students.
 - The same student can sit on the committee for a maximum of two years in a row but must be re-elected through the September election period rather than be grandfathered into the position for the next year.
 - The student representative will be elected by the CNS student body through the CNS September election period.
 - The first meeting after the September election will have both the outgoing and incoming student representatives to allow for proper transition of responsibilities.
- The Coordinator and Past Coordinator will remain on the committee until such time that they no longer hold the position of Coordinator and Past Coordinator respectively.
- The faculty members will serve on the committee for a period of two years.

Should a member be unable to attend meetings on a regular basis, the member will be replaced.

- Chair:** Coordinator, Graduate Program in Neuroscience
- Secretary:** Senior Secretary to the Director, Centre for Neuroscience Studies
- Meetings:** Quarterly (or as required)
- Quorum:** 50% of the membership (4 members)
- Reporting:** The Lead, Graduate Program in Neuroscience will also be a member of the Executive Committee and as such will report to this committee on a regular basis.
- Distribution of Minutes:** All Committee Members
- Communication:** Meeting material shall be posted on the CNS webpage and circulated via the weekly memo. Any information discussed during the meeting that is considered confidential will be done 'in camera'. The 'in camera' minutes will be recorded separately and maintained by the Committee but will not be circulated.