

**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
- 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
Three Appointed Faculty Members, Centre for Neuroscience Studies
- The three appointed faculty members must broadly represent the neuroscience graduate program
- Terms:** The Graduate Student Representative will hold their position for a period of one year with the option to renew for one year. This position will be selected by the existing committee with the final decision resting with the Graduate Coordinator of the Centre for Neuroscience studies, upon submission of a call for applications which will include a copy of a curriculum vitae and a brief statement of interest.
- 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)

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.

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