

Graduate Committee for Business

Structure, Roles and Responsibilities

Smith School of Business, Queen's University

2010

revised October 2022

GENERAL

Senate rules and regulations authorize the School of Graduate Studies and Postdoctoral Studies (SGSPA) together with Faculties/Schools, to be responsible for the conduct of graduate studies at Queen's University. The mandate of SGSPA is to support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research. It fulfills the mandate in collaboration with Faculties/Schools through the development and implementation of appropriate regulations and operating procedures for admissions, programs of study and completion of degree requirements and through the support of graduate students.

Each nondepartmentalized faculty or school is required to establish a graduate committee to perform the responsibilities outlined in this document. All graduate committees established under this document are subject to the oversight of the Graduate Studies Executive Council (GSEC) as required.

The purpose of this document is to establish the guidelines for the organization and operation of the Graduate Committee for Business (GCB) which was formally established as of July 1, 2009.

MEMBERSHIP OF THE GRADUATE COMMITTEE FOR BUSINESS

The GCB shall include:

- the Associate Director (Graduate Studies & Research) of the Smith School of Business will serve as Secretary to the Committee
- one representative of each of the academic areas hosting an MSc and/or PhD program
- an Associate Dean of the SGSPA
- an SGPS graduate student from the Smith School of Business
- a senior officer of the SGSPA, normally the Director (Admissions and Student Services)

Where the Associate Dean of the Smith School of Business is absent or unable to act as Chair, another member shall serve as Chair, with preference given to the academic area representative.

Where, under these rules, the GCB must make a decision whether or not to approve a recommendation submitted by the Associate Dean (

I. MEETINGS

At the beginning of the Fall Term, the GCB will establish a schedule and a location for meetings to be held during the ensuing academic year. The schedule shall be distributed to all Committee members. The Committee will normally meet at least twice per term. At the request of any of the members of the GCB, additional meetings may be called to address matters arising between scheduled meetings. Meetings shall be scheduled so that business that must go before the GSEC can be dealt with and forwarded in time to be included on the agenda for the relevant GSEC meeting.

Items for the agenda shall be received by the Secretary of the GCB at least five days before the meeting is to be scheduled.

II. DECISION MAKING WITHIN THE GRADUATE COMMITTEE

The quorum for meetings of the GCB shall be five, with at least one representative from the SGSPA present. Decisions will be made by consensus where possible. Otherwise decisions will be taken by majority vote.

GCB may delegate authority to make decisions to the Chair Secretary relating to urgent matters that require attention in circumstances when a proper meeting of the Committee cannot be held, or other tasks (e.g., administrative duties) that require urgent attention. Any such decisions shall be reported to GCB.

III. NOMINATIONS AND ELECTIONS

The GCB is responsible for electing or appointing faculty member from its regular membership or from the Smith School of Business to the SGSPA Fellowship Committee (see *Addendum* below) for a term of three years.

The GCB is responsible for electing or appointing faculty member to serve on the Appeal Board for a term of five years.

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The templates to be used for the QUQAP process can be accessed here:
<https://www.queensu.ca/provost/qualityassurance/templates>

After submission of full Proposal Briefs for new graduate programs to the Graduate Committee for Business, proposals approved by the Committee for new graduate programs, or for major or minor modifications to an existing program, are submitted to GSEC for approval and, as appropriate, to the Faculty Dean and Faculty Board for review.

2. The GCB Role with regard to student matters

(a) Advanced standing for prior coursework

Credit may be given to students for prior coursework completed in another program when appropriate. All such requests are considered on their individual merits. Where the request is accepted by the supervisor or area representative and the Associate Dean (School of Business), the student's coursework requirement within the graduate degree program at Queen's will be reduced accordingly. In exercising its discretion in this regard, the Graduate Committee will generally be guided by the following:

1. The prior course was not used by the student to obtain a degree.
2. The prior course was not used to obtain admission.
3. The course does not duplicate the content of another course taken by the student.
4. The course is equivalent in hours and level to the course within the Queen's program for which it is to substitute.

Requests for advanced standing for prior coursework should be made in consultation with the Associate Dean and Associate Director (PhD and MSc programs), and after the student is admitted but prior to the semester in which the class is scheduled.

PROCEDURE: A written request documenting the case shall be submitted by the Student to the Associate Director of the PhD Program. Documentation should include a rationale for the request, faculty verification that the course is equivalent in depth and breadth to the Queen's graduate course, and descriptions and/or outlines of the course or courses in question. In evidently

(b) Direct entry/ promotion to the doctoral program (see SGSPA Academic Requirements for Admission):

Students admitted into the Ph.D. program in the Smith School of Business will normally have completed a Master's degree or equivalent before admission. Students without a Master's degree or equivalent may be admitted into the Ph.D. program in the Smith School of Business if they have completed a Master's degree or equivalent in a related field. Students without a Master's degree or equivalent may be admitted into the Ph.D. program in the Smith School of Business if they have completed a Master's degree or equivalent in a related field.

not given. If the student does not wish to attend the meeting, the student can submit a written statement. If the student does not respond to an invitation to attend the meeting, or does not make a written statement, the process will continue without the student's input.

The student shall be informed in writing when a recommendation of withdrawal shall be made, and shall be informed of the grounds for the recommendation.

Appropriate action shall be taken within the Smith School of Business by the GCB, and by the SGSPA to address cases in which student academic performance is unsatisfactory, according to the following rules.

(a) Failure of a Course In cases where a student fails to achieve a passing grade (*minus*) in a course, the procedure will be as follows: After consulting the course instructor and area coordinator, the Chair and/or Secretary of the GCB place an item on the agenda for the next meeting recommending that the student

- (i) repeat the examination/assessment exercise (as the case may be) within one year after the original examination/assessment took place; or
- (ii) repeat the course; or,
- (iii) take a substitute course approved by the Chair

In cases that are evidently straightforward, the Chair of the GCB approve either (i), (ii) or (iii) above and submit it to the SGSPA (not GSEC) for approval, with a report back to the GCB. In other cases, the matter will be placed on the next agenda. The decision made shall be submitted to the SGSPA (not GSEC) for its approval.

In cases where the Chair of the GCB decides against making recommendation ii, or in cases where a recommendation is brought before the GCB not approved, the Chair of the GCB shall recommend to the GCB that the student be required to withdraw from the program, and the

All such GCB decisions are subject to appeal by student under the SGSPA General Regulation *Appeals Against Academic Decision*. It is the responsibility of the Chair of the GCB to represent the Committee and explain its decisions to the Academic Appeal Board, if/as required.

(b) Action in the case of general academic concerns There are other academic circumstances that could lead to a recommendation that the student be required to withdraw. To cite several examples: in the judgment of the supervisor or a supervisory committee the student may be making unsatisfactory progress in research; the student may have failed the comprehensive examination; there may have been marginal performance in seminars; preliminary drafts of chapters of the thesis may reveal an unsatisfactory standard of scholarship; or in the judgment of the supervisor or supervisory committee

Addendum

SGSPA

to serve on the SGSPA Fellowship Committee. They are elected for a three-year term.

It is up to the Graduate Committee to determine how the member to the Fellowship Committee is elected/appointed.

The SGSPA Fellowship Committee is responsible for the following:

- Adjudication of applications and competitions for University fellowships, scholarships and awards, and for e and

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3. Prerequisite change: Provide details and reason for the change(s). If this change affects

Appendix II

SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
NEW GRADUATE COURSE
FOR APPROVAL BY GRADUATE COMMITTEE FOR BUSINESS APPROVAL

For EACH new course, please complete the entire form.

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.

EXAMPLE:

(1a)	(2)	(1b)
MGMT-853*/3.0		Applied Econometrics

This course is an introduction to graduate level tim3 (c)110. (iMC /P ed)5 (9f11 (i)5 (m)11)5 (s)9.32ed 9f int9f11 (3)-8 18.4 (7.08 Tm)11 (t)gieEts

has been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.
10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.
11. Enrolment: Indicate the anticipated enrolment in this course.
12. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.
13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

14. Submission Contact: Name: _____
Internal Phone # _____
E-mail: _____

15. EMAIL the completed forms and any attachments to the Graduate Committee for Business administrative assistant, on or before the deadline for agenda items for the next Committee meeting.

FOR SGSPA OFFICE USE ONLY:

Date of approval by Graduate Committee for Business: _____

Date of approval at Graduate Studies Executive Council: _____

