

Policy on Conversion from a Graduate Group to a Department-Based Program**Approved: June 15, 2018****Background**

This policy establishes the requirements for submitting a request to Graduate Council to convert a graduate group degree program (the Group) into a program that is administratively based in a department (the Department).

Preparation

It is advised that the concerned Chair and other Group representatives consult with the Dean of Graduate Studies. This will ensure that Student Affairs Officers and administrators are aware of the potential change and that administrative processes will be updated in accordance with Graduate Council's decision in a timely fashion without requiring extra steps for the concerned Chair.

The Group faculty shall vote on whether to convert to a department-based program, with at least 2/3 of the current Group faculty voting in the affirmative, and the Department shall vote on whether to accept the program, with at least 2/3 of the current Department faculty voting in the affirmative. The Group shall revise its bylaws to reflect the new administrative structure. The Department may need to update its own bylaws to reflect the inclusion of the new graduate program. The Dean of the college that comprises the department shall provide a letter indicating support for this change and for the department-based program. If different from the Lead Dean for the graduate group, then the Lead Dean of the graduate group shall also be consulted, in accordance with the Policy for Changing a Graduate Group Lead Dean (GC2018-05).

Submitting the Request

The Group Chair shall send a letter to the Chair of Graduate Council, and the Dean of Graduate Studies with the following:

1. A summary of the reasons for conversion
2. The outcome of the Group faculty vote
3. The outcome of Department faculty vote
4. If either vote had more than one dissenting voter, a summary of the reservations of those opposing the change and a response from the Chair of the voting body to those reservations
5. Comments on any other potential impacts (or lack thereof) of this change on the program or its students, including discussion of the potential impact of this change on the curriculum and the teaching of core courses
6. With the following attachments:
 - a. A draft of the proposed bylaws for the department-based program
 - b. Identification of the faculty who will carry on leadership of the program after the conversion (delegated Chair, if any, and Executive Committee)
 - c. A list of the faculty in the new department-based program that identifies each faculty member's home department (see Membership).
 - d. A letter of support from the Dean of the college that comprises the department

- e. If the Dean of the college that comprises the department is different from the current Lead Dean, then also a statement indicating that the current Lead Dean has been consulted and whether the current Lead Dean supports the change.

New Chair

If conversion is approved by Graduate Council and the Dean of Graduate Studies, then the department chair shall assume responsibility for the program. The chair may delegate the day-to-day operations of the graduate program to one or more faculty members of the program, in accordance with the approved program bylaws and GC2011-02, but may not delegate the responsibilities themselves (APM 245).

Students

Students who are enrolled in the graduate group degree program shall automatically become part of the department-based program.

Membership

For department-based graduate programs, faculty with appointments in the department have automatic membership rights in the program. All members of the current Group shall be enrolled automatically as initial members of the new department-based program, with continued membership after the transition subject to review according to the proposed bylaws. Should current non-departmental Group members be excluded, a justification must be provided. All non-departmental Group faculty who are currently mentoring a student in the graduate group degree program (e.g. serving as the major professor or dissertation committee chair) shall automatically be extended membership in the department-based program to ensure successful completion of degrees for those students. The program shall notify Graduate Studies of any changes in the faculty membership by updating People and Roles Manager (PRM).