

The University of British Columbia, Okanagan  
Campus  
College of Graduate Studies

**TERMS OF REFERENCE OF THE REVIEW COMMITTEE 2015-2016**

Purpose

- To review the current academic status of the College of Graduate Studies and its achievements relative to the Faculties it serves and relative to its national/international peers;
- To evaluate the College's leadership and administration;
- To advise on future directions of the College.

Background Material

- The University's goals and objectives as outlined in its [\*Place and Promise\*](#) strategic plan and the Okanagan [ASPIRE](#) process
- College of Graduate Studies Self-Study

Terms of Reference

1. To determine the effectiveness of the College of Graduate Studies in delivering high quality graduate and postdoctoral education and training at UBC Okanagan campus.
  - How are graduate and postdoctoral education/training at UBC Okanagan currently linked to the teaching and the research mission of the University?
  - Are graduate students supported adequately?
  - What is the current role of the College specifically in postdoctoral oversight? Is it effective?
  - How does the College compare in quality and effectiveness to the Faculties of Graduate Studies across Canada, and to comparable units internationally? What are its major strengths and weaknesses?
  - Is the College of Graduate Studies meeting the challenges posed by change and innovation in today's research and educational environments?
2. To review the administrative structure and organization of the College and to advise on how they might be improved to achieve greater efficiency and academic effectiveness.
  - Are the organization and administrative structure of the Dean's Office effective in meeting the needs of: graduate students and postdoctoral fellows; faculty members; University administration? Are there changes that could be made to improve efficiency or effectiveness?
  - How appropriate is the current division of responsibilities between the College of Graduate Studies and the Faculties in such areas as admissions, awards, record keeping, and policy implementation? Are there areas in which such responsibilities might be more effectively conducted by redistribution?
3. To evaluate the effectiveness of the Dean's Office in discharging its responsibilities.

- Are the perspectives of graduate and postdoctoral education adequately represented in decision-making at the College level and in other levels of the University administration?
  - Are the resources of the College (human, financial, infrastructure) adequate to accomplish the responsibilities of the College?
  - Are the College's policies and procedures for admissions, student management, and awards appropriate?
  - Is the current leadership structure within the Dean's office effective?
4. To review the status of the Interdisciplinary Graduate Studies (IGS) program.
- Given that the IGS Program is currently under revision, how effective has the Dean's office been in conducting the review and bringing forward proposed changes for future implementation? Is there a clear vision for an expected outcome at the conclusion of the process?
5. To consider the relationships and linkages between the College of Graduate Studies and a) other UBC Okanagan faculties, departments, schools and other academic units and b) the Vancouver campus, specifically the Faculty of Graduate and Postdoctoral Studies.
- Are the relationships between the College and other academic units demonstrably positive and effective?
6. To consider the relationships between the College of Graduate Studies and key stakeholders and administrative units such as: the Deputy Vice-Chancellor, Registrar, the Provost and Vice-Principal Academic, the Associate Vice-President Students, the Vice-Principal Research, the Office of Research Services, and Okanagan Library.
- Are the relationships between the College and these units positive and effective?
7. To consider how well the College of Graduate Studies represents the University's interests outside of the University.
- How is the College perceived by outside interests, such as granting agencies, donors, and other Faculties of Graduate Studies or comparable bodies?
  - What is the role of the College of Graduate Studies in fund- raising?
8. To assess the opportunities and challenges of the Dean's future short and long term vision for the College.
- Will the vision establish an exceptional learning environment for our students?
  - How will we measure success? What are the key milestones?