

**DEPARTMENT OF ANESTHESIOLOGY, PHARMACOLOGY & THERAPEUTICS
GRADUATE PROGRAM IN PHARMACOLOGY
GRADUATE AND POSTDOCTORAL PROGRAM COMMITTEE**

TERMS OF REFERENCE

Purpose

- The purpose of the Graduate and Postdoctoral Studies Committee (GPSC) is to ensure that students (MSc and PhD) enrolled in the Graduate Program of Pharmacology and postdoctoral fellows in the Department of Anesthesiology, Pharmacology & Therapeutics, receive high-quality training in a supportive and respectful environment, mentorship, and recognition.

Composition

- Voting members
 - a. Graduate Program Director (Chair) from the Department of Anesthesiology, Pharmacology & Therapeutics
 - b. A minimum of 5 faculty members in the Department of Anesthesiology, Pharmacology & Therapeutics, currently supervising trainees, or who have previously graduated trainees. These appointments are invited by the Department Head, are voluntary, and are reviewed bi-annually.
 - c. An elected or appointed graduate student representative, who is currently registered in the Graduate Program within the Department of Anesthesiology, Pharmacology & Therapeutics. This position will be for one year with elections held annually.
 - d. An elected or appointed postdoctoral fellow representative who holds an appointment in the Department of Anesthesiology, Pharmacology, & Therapeutics. This position will be for one year with elections held annually.
- Non-voting members
 - a. Program Coordinator (*ex officio*).
 - b. Corresponding members: Vice Chairs of Education, Research, and EDI in the Department of Anesthesiology, Pharmacology & Therapeutics.

Meetings

- At the discretion of the committee (minimum of 6 meetings per year).
- Members are expected to attend all meetings in person or via videoconference.

Process

- This is a working committee, where members are assigned a specific functional portfolio to lead. These include:
 - Admissions
 - Facilitate the chairing of student committee meetings
 - Student progress and promotion (including academic appeals)
 - Curriculum management

- Award nominations and decisions
- University affairs
- The Program Director assumes the responsibility of monitoring the portfolio of graduate student and acts as Graduate Advisor.
- Members are expected to contribute adequate time to their assigned portfolio and to report on activities at each GPSC meeting. The Program Assistant will provide the necessary administrative support to each committee member in their role.
- Members, in consultation with the Graduate Program Director, may appoint standing or ad hoc sub-committees to assist them in conducting their duties.
- The student and PDF representatives may be asked to leave the meeting for certain confidential discussions.

Committee Secretary

- Supported administratively by the Program Assistant for the Graduate Program.

Quorum

- A quorum will consist of 50% plus one of the voting members.

Lines of Accountability

- The Graduate and Postdoctoral Studies Committee is accountable to the Department of Anesthesiology, Pharmacology & Therapeutics Education Programs Committee and the Vice Chair of Education.

Reports

- The Graduate Program Director will report every quarter to the Department Executive Committee and the Education Programs Committee within the Department of Anesthesiology, Pharmacology & Therapeutics.

Minutes

- Minutes or notes of all meetings will be kept and provided to all members.
- Matters of a confidential nature will be identified and recorded in a separate file as necessary
- Records will be maintained by the Graduate Program in accordance with UBC and Faculty of Medicine records retention procedures.

Responsibilities:

- Ensure excellence in the training and mentorship of graduate students and postdoctoral fellows, who are supervised by faculty members (all categories who are eligible to supervise these student/fellows and are members of the Faculty of Graduate and Postdoctoral Studies), or approved faculty members with partner appointments within the Department of Anesthesiology, Pharmacology & Therapeutics.
- Develops policy and procedures for the following core activities:
 - Recruitment and admission of graduate students

- Recruitment and approval of supervisors
- Curriculum planning, offerings, and evaluation
- Definition of criteria for eligibility and adjudication of nominations for graduate student and postdoctoral awards to UBC
- Endorsement of nominated trainees for awards administered by the Department, UBC, and beyond
- Examinations including committee meetings, MSc defenses, comprehensive examinations for students advancing to PhD candidacy, and PhD defenses.
- Student and postdoctoral fellow progress; including support for supervisory committees, student annual report, and annual student meetings with the Program Director or Associate Directors of the committee.
- Facilitates a supportive and respectful environment that includes: 1) promotion and recognition of excellent/outstanding performance of graduate students and PDFs in Graduate Program in Pharmacology; 2) proactively adjusting policy and procedures to improve equity and inclusion; 3) Identifying and addressing deviations from expected behaviour from students or supervising faculty; 4) supporting students who are experiencing challenges during their program.
- Address and adjudicate extenuating circumstances which impact student progress
- Financial support of trainees through GSI awards

Process:

- GPSC Terms of Reference will be reviewed annually at the May or June meeting
- Confidential issues pertaining to student progress are not to be discussed outside of the committee membership unless there is authorization to do so by the committee