



## **TERMS OF REFERENCE PhD IN POPULATION HEALTH PROGRAM COMMITTEE**

### **Overview**

The PhD in Population Health Program Committee is responsible for establishing, implementing and monitoring the program policies and procedures. Specific areas of responsibilities include:

- student recruitment and admissions
- annual review of student progress
- course and curriculum review
- allocation of bursary monies available through the program
- making recommendations for internal and external awards and scholarships (e.g. Strategic Areas of Development, Ontario Graduate Scholarship, Social Sciences and Humanities Research Council)
- overseeing the setting, administering and grading of comprehensive exams
- establishing examination committees for both comprehensive exams and the defence of thesis protocols
- liaising with collaborating faculties
- program evaluation and review for FGPS, Ontario Council of Graduate Studies
- review and approve faculty members applying as potential program supervisors
- identifying workload issues relevant to program implementation and making recommendations to FGPS regarding these issues
- monitoring budget expenditures.

Ad hoc working groups will be established on an as-needed basis.

### **Program Committee Membership**

- Program Director (Chair).
- Four faculty members representative of the founding faculties: faculties of Health Sciences and Medicine.
- Four faculty members from collaborating faculties: Social Sciences, Law (Common Law Section) and the School of Management with a minimum of one representative from each of these faculties.
- One representative from the Office of Interdisciplinary Programs in the Faculty of Graduate and Postdoctoral Studies.
- One student representative for first year students and one student representative for senior students (2<sup>nd</sup> year or above).

## **Program Committee Membership – Ex-Officio**

The director of the Institute of Population Health is an ex-officio member.

## **Roles and Responsibilities of the Program Director**

- Chairs the program meetings.
- Has a tie-breaking vote on the committee.
- The director can be included in the determination of the quorum (4-8).
- Represents the program on the Commission on Graduate Studies in the Sciences and Humanities.
- Attends joint meetings of Interdisciplinary Graduate Programs.
- Reports to the Associate Dean, Faculty of Graduate and Postdoctoral Studies.
- Liaises with the Institute of Population Health and other University of Ottawa research centres or units to identify joint learning opportunities (e.g. Population Health Seminar Series; additional sources of doctoral funding for population health students; policy practicum opportunities).
- Initiate the development and ratification of policies and procedures for the program.
- Monitor appropriate implementation of policies and procedures of the program.
- Prepare orientation materials (e.g. Information Handbook).
- Provide annual orientation for students and semi-annual orientation for faculty to the program.
- Ongoing review of student progress.
- Hold information meetings for students and faculty regarding comprehensive exams.
- Chair comprehensive exams.
- Provide program updates and communicate with faculty teaching core courses, and faculty supervising students.
- On an annual basis, debrief faculty members teaching core courses, bring recommendations to the graduate program committee and recommended changes to the curriculum.
- Respond to student queries and meet with students regarding admission to the program.
- Manage budget for program.
- Recruit and provide information for new potential supervisors for the program.
- Assist with the preparation of Minutes.
- Prepare an annual report to the Associate Dean, Faculty of Graduate and Postdoctoral Studies.
- Implement student recruitment strategies and oversee admission procedures for the program.
- Other related responsibilities.

## **Roles and Responsibilities of the Faculty Representatives**

- Faculty representatives liaise with the collaborating faculties providing updates on changes to the program.
- Obtain input on matters under consideration by the program committee.
- Responds to queries about the program from faculty members.
- Faculty representatives are asked to identify the committees within their faculty where

information about the program should be circulated. The PhD in Population Health program should be listed as a standing item on the agendas for these committees.

## **Communications**

Two versions of the minutes will normally be prepared. A full set of minutes including confidential student matters will be circulated to all members of the program committee. Minutes excluding confidential student matters will be circulated to the student representatives.

## **Role and Responsibilities of the Student Representatives**

- Two students represent the student cohort. On an annual basis, a first year student representative will be elected by the student group from year one and a senior student representative will be elected by the student group from years 2+.
- Attendance at the regular meetings.
- Bringing forward the questions and concerns of the students.
- Participating fully in committee discussions of issues of importance to students.
- Providing information to the committee as requested.
- Providing information to the student group on committee decisions.
- Seeking student feedback as required and providing that feedback to the committee.

## **Appointment Procedures**

The program director is appointed by the Dean of the Faculty of Graduate and Postdoctoral Studies. The program director will normally serve a minimum of three years. The outgoing program director and the incoming program director will normally overlap for a six-month period to provide for program continuity. The successor will sit in on all committee meetings and activities as an observer for the six months preceding the director's departure.

Nominations for committee membership will be sought from committee members and other interested parties. The program director, in consultation with the program committee, will recommend candidates. The program director will make a written recommendation to the Dean of the appropriate Faculty supporting a candidate's appointment to the program committee.

## **Frequency of Meetings:**

Normally, the committee will meet every second month from September to June. Emergency meetings will be called on an as-needed basis.

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