

GRADUATE COUNCIL CONSULTATION PROCEDURES

In order to allow careful consideration of issues brought before the Graduate Council (GC) for consultation, and to assure that those consulting with GC receive a timely and clear response, the Council adopts the following guidelines:

1. Topics on which consultation is sought will be listed on the Council's agenda. **Deadline for agenda item submission is the Thursday prior to the meeting, 5pm.**
2. Supporting documents for scheduled consultations will be distributed with the Council's agenda. Deadline for submission of supporting documents is 5pm Thursday, the week prior to the meeting, unless special arrangements are made with the Senate Office to circulate the documents in advance of the meeting.
3. The Council will endeavor to respond in writing on all topics on which it has been formally consulted within two weeks of such consultation, indicating clearly whether further discussion is required, what recommendations it is prepared to make, and what further response, if any, is expected from the Administration before the consultative process is complete.
4. Unscheduled topics may be introduced and supporting documents may be distributed at Council meetings, but the Council will not respond (either orally or in writing) until after it has had the opportunity for discussion at a subsequent meeting.
5. **GC's agenda will effectively close (no further submissions) the first week of May** to enable the Council to finish pending business.
6. Invitations to consult with the Principal Officers are made directly with the principal officer.
7. Information requests are made directly to the Principal Officers with a cc to the EVC.

cc: Chancellor Larive
CP/EVC Kletzer
Vice Chancellors
Vice Provosts
Academic Deans