

Terms of Reference
SGS Student Services Fee Committee

Overview

In Fall 2017, the student services fee (\$50 per semester) was introduced to support services that “promote student success and well-being, including professional development and career advising, health and wellness, and advocacy and support.”¹ This fee applies to all registered undergraduate and graduate students across all campuses and includes part-time, full-time and online learners. These terms of reference are established for the committee that oversees the allocation and distribution of funds for graduate student services on the St. John’s campus only (Grenfell campus and the Marine Institute will establish their own procedures).

Membership

The Committee shall consist of:

- Dean, School of Graduate Studies (Chair)
- Associate Dean, School of Graduate Studies
- Director, Graduate Enrolment Services
- Manager, Fellowships and Awards
- GSU Executive Director of External Affairs (or delegate)

The School of Graduate Studies will ensure that a minute taker is present at all meetings.

Quorum shall be 3 members.
All committee members are voting members.

Meetings

A preliminary meeting will take place in March 2018. After that, the committee shall meet at the call of the Chair and at least once per year.

Duties

The committee will make decisions regarding the distribution of funds in the 41304 account.

The committee will allocate a minimum of 40% per annum to operating expenditures. These may include, but are not limited to, a portion of salaries for SGS personnel devoted to student services, graduate student travel, graduate assistantships.

¹ (Memorial University 2017)

The committee will allocate the balance of monies to graduate student service initiatives that will be funded through a competitive and transparent call for proposals. These calls for proposals will occur at least once per year.

Proposals for graduate student services initiatives from all members of the community are welcome; in particular, proposals on community-based initiatives that enhance equity, diversity, and inclusion are encouraged. Applications are encouraged from racialized people, Indigenous people, people with disabilities, queer and trans people, women, and other systemically marginalized groups.

An annual report will be presented by the Dean of SGS to SGS Academic Council.

Minutes will be made available to the committee and on the SGS website.

These terms of reference shall be reviewed after the committee's initial year of operation and periodically thereafter, as needed. The committee may make changes to the terms of reference at any time. This process must follow the quorum requirements of people approving said changes.

These terms of reference were approved on May 22, 2018, by the Academic Council of the School of Graduate Studies.