

**TERMS OF REFERENCE**  
**Director, Neuroscience Graduate Program**

The roles of Director and Associate Director of the Neuroscience Program are intended to complement each other while representing the two primary participating Faculties. The appointee will work collaboratively with the Associate Director of the Neuroscience program to actively promote the recruitment, education and welfare of graduate students and an enhanced quality of graduate education, and provide a channel of communication among graduate students, graduate faculty, and graduate leadership, including the Associate Deans of Graduate Studies for Science, Health Sciences and others as required.

The Program Director will recognize a dual responsibility to work with the Associate Director, and consult with and inform both the relevant Associate Deans of Graduate Studies, and the Chairs of participating Departments. This may include discussion of issues regarding Department/School resources, finances and faculty complements as they pertain to the graduate program operations, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program.

Responsibilities of the Program Director will include:

- Oversight of student recruitment, student enrolment, curriculum and policy changes in the maintenance and development of excellence within the relevant Graduate program, in consultation with and assistance of the various committees that support the program. S/he is also responsible for collaborating with the Associate Program Director in curriculum and policy review, program committee structure and membership, and specific activities such as research days, open houses or career information sessions.
- Oversight of the allocation of funding to support students (including scholarship resources from the School of Graduate Studies, TA resources from the Faculties, research stipends, and/or other sources) in consultation with the Associate Dean of Graduate Studies for Science, Health Sciences, and others, as appropriate.
- Management of the program operating budget, and supervision of program staff, including the Program Administrator, as necessary.
- Provision of reports and proposals for policy and curriculum changes regarding the graduate program for submission to FHS Graduate Policy and Curriculum Council (GPCC) and other approval bodies, as appropriate. The Program Director will normally be a voting member of the relevant Faculty GPCC or GCPC.
- Preparation of information as may be required by the Associate Deans of Graduate Studies (Science, Health Sciences, and others, as appropriate) or the Associate Vice President (AVP) and Dean of Graduate Studies in connection with recruitment, scholarship use, quality improvement and periodic appraisals of Graduate Programs.
- Provision of regular program updates to Associate Deans of Graduate Studies (Science, Health Sciences, and others as appropriate), and Faculties regarding contributions of faculty as supervisors and teachers in the program.
- Timely completion of other obligations of the position communicated by the Associate Deans of Graduate Studies (Science, Health Sciences, and others as appropriate), such as responding to student appeal process matters and resolving student/supervisor issues.

**Selection and Terms of Office**

The leading candidate will be a current faculty member in the Neuroscience Graduate Program who will be selected by an ad-hoc committee comprised of representatives from the Neuroscience Graduate

Program's participating Faculties and is subject to the approval of same. The initial term is five years, after which time the appointment will be reviewed and may be renewed for an additional term.