

School of Fisheries, Fisheries Science Graduate Program

Academic Advisory Committee Terms of Reference

Last update: April 25, 2017

Purpose

This Academic Advisory Committee (AAC) will serve to assist the Fisheries and Marine Institute's School of Fisheries in effectively operating its research-based graduate program. This program consists of three sub-programs:

M.Sc Fisheries Science (Fisheries Science and Technology)

M.Sc Fisheries Science (Stock Assessment)

Ph.D Fisheries Science

The AAC has three main responsibilities:

- 1) Process student applications and make decisions on whether to accept students into the program, conditionally accept them, or reject them
- 2) Determine which students will receive SGS baseline funding
- 3) Meet once per year to provide a general review of the program and identify opportunities for improvement

Membership

This committee will consist of six members:

1. Chair – The Academic Director of the Fisheries Science graduate program.
2. Three core faculty from the School of Fisheries. These should be actively-publishing scientists. Ideally, each Centre should be represented by at least one committee member.
 - At least one committee member should primarily be a stock assessment researcher, and should be prepared to assess whether applicants to the M.Sc Fisheries Science (Stock Assessment) program possess a sufficient background in mathematics and statistics to warrant acceptance.
3. Two members whose primary appointment is external to the Marine Institute, but who hold either adjunct or cross-appointed status at the School of Fisheries.

Appointments to the AAC will be normally be held for three-year terms.

The current members of the AAC are:

Dr. Brett Favaro (Academic Director, AAC Chair)

Dr. Noel Cadigan

Dr. Deepika Dave

Dr. Arnault Le Bris

Dr. Craig Purchase (as cross-appointee)

Dr. Paul Regular (as adjunct)

The current term will expire in September 2019. Committee membership will be determined by the Head of School on recommendation by the Academic Director of the fisheries science graduate programs.

In the event that a committee member needs to remove themselves from the AAC, remaining members will identify a replacement to complete the term. In the unlikely event that an AAC member needs to be removed from the committee, a unanimous consensus must be reached by all other AAC members to do so.

Meeting Arrangements

The task of admitting students and allocating SGS baseline funds will occur on a year-round basis. The committee will review applications remotely, and the task of coordinating this effort will fall on the Chair.

It is expected that committee members be prepared to process applications in a timely manner to facilitate rapid intake of highly qualified students. If members are unable to complete their duties during a specific time period (e.g. because they are in the field, on vacation, etc) they should notify the Chair.

Once per year, the entire AAC will meet physically or via videoconference to conduct a review of the program. The review may be as comprehensive as the AAC wishes to undertake in any given year.

Admissions Criteria

Admissions criteria are specified in the calendar entry for each SOF graduate program. For students applying to the Stock Assessment stream, AAC members with specific expertise in stock assessment should be prepared to assess the student's mathematics and statistics background.

If applicants have not identified an academic supervisor, then their admission will be conditional on securing a supervisor. No students may be fully admitted without an identified academic supervisor that has agreed to supervise them throughout their program.

SGS baseline funding will be allocated by the AAC as per the academic unit's policies that are in place at the time of review, and in accordance with SGS guidelines on baseline allocation. These policies may change as the program evolves. The Chair should make available the current policies (which will be developed in consultation with SOF core faculty) to the AAC.

Deliverables

Committee members should be prepared to respond to applications within **two weeks** of notification by the Chair, unless they have indicated their inability to process applications.

Committee members will vote on whether to accept, conditionally accept, or reject each student applicant. Decisions will be reached by a simple majority vote (i.e. more than 50% must agree). However, reasonable efforts should be made to achieve consensus among AAC members, and dissenting views should be considered.

In the event that no committee members are available to discuss applications in a timely manner, the Chair has the right to make sole decisions on admissions. If the Chair is unavailable for an extended period, they will designate an acting Chair.

The AAC will also make decisions about which students will receive SGS baseline funding. While a simple majority vote is acceptable for these decisions, extra effort to achieve consensus should be made on SGS baseline allocations.

Review

Once per year, the committee will produce a document reviewing the program to date, and make recommendations about how to improve it. This document need not be formal, lengthy, or complex - minutes from an AAC meeting would suffice.

These TOR should be reviewed every three years, with the first review occurring in FY 2019.