

Master of Fine Arts (MFA) in Craft Media Committee: Terms of Reference

1. Mandate and Role

The MFA in Craft Media Committee is a standing committee of General Faculties Council (GFC). It provides a faculty-driven forum for the admission, progress, supervision, and examination of graduate students; the development and review of curriculum; the development and review of graduate policies and procedures; and the discussion of other academic matters relevant to graduate programming.

2. Areas of Responsibility

- a. Recommends graduate admissions in the regular admissions cycle.
- b. Recommends graduate entrance scholarships and other internal awards in the regular admissions cycle.
- c. Reviews the progress of all students in its programs.
- d. Approves all arrangements for supervision and examination of graduate students.
- e. Receives and reviews program evaluation results.
- f. Recommends to GFC Curriculum Subcommittee any curricular and other graduate program changes including those resulting from a review or evaluation.
- g. Recommends to GFC Academic Policy Committee any policy or procedural revisions, including those resulting from a review or evaluation.
- h. Reviews and confirms the eligibility of its programs' graduands as recommended by the Registrar.

3. Composition

a. Voting Members

- i. Chair, Faculty Graduate Studies Coordinator
- ii. Director, School of Craft + Emerging Media
- iii. One eligible MFA teaching faculty member (as outlined in the Graduate Faculty Procedure) typically from each disciplinary concentration (Ceramics, Fibre, Glass, Jewellery and Metals, Media Arts) for a two-year term, as assigned by the
- iv. Dean, Academic Programs.
- v. One faculty member from the School of Critical and Creative Studies

b. Non-Voting Members

- i. A representative of the Graduate faculty assigned to teach, interim supervise, or principally supervise within the graduate program in a given year, as assigned by the Dean, Academic Programs.
- ii. One (1) graduate student appointed by the Students' Association
- iii. Studio Manager, as designated by the Director of Academic Resources
- iv. Secretary, General Faculties Council

4. Absence of the Chair

In the event that the Chair is unable to attend a specific meeting, then the Chair may either designate a voting member to chair the meeting or cancel the meeting.

5. Quorum

- a. At least 50% of the voting members of the committee, plus one.

6. Reporting to GFC

- a. This committee reports monthly to GFC via minutes.

Revised by General Faculties Council:

January 19, 2022

September 28, 2025