

Agreement on Affiliation of McMaster University and McMaster Divinity College 2003

I Affirmation of Current Tradition and Practice

- (a) This agreement applies only to procedures for graduate degree programmes.
- (b) Other agreements between the Divinity College and the University are unaffected by it.
- (c) Provincial legislation governs both institutions.
- (d) The working premises of the Divinity College lay out the continuous relationship of granting and the University conferring its degrees
- (e) The Senates of the University and the Divinity College have worked in mutual relation and trust at various key points:
 - (i) Respecting the integrity of the Divinity College's prerogatives to academic self-governance.
 - (ii) Respecting the University's academic standards for the Divinity College's degrees while conforming to Association of Theological Schools standards for graduate degrees in theological studies.
- (f) The Divinity College wishes to maintain a collaborative affiliate relationship between the two institutions. The Divinity College is unique on the campus of the University; it is more than a faculty.

II Approval of New Divinity College Degrees to be Granted as University Degrees

- (a) **Process for Initiation of New Degrees**
 - (i) After internal discussions resulting in the intent to establish a new degree, the Divinity College Senate establishes a Degree Development Committee; that intent should be discussed informally with the Chair of Graduate Council as early as possible.
 - (ii) The Principal/ President of the Divinity College formally requests that the Chair of Graduate Council delegate a member of the Executive Committee of Graduate Council to represent Graduate Council as a voting member of the Degree Development Committee. The primary roles of this representative are:

1. to ensure that the academic requirements of the new degree are compatible with those of graduate degrees offered by the University, and
 2. to formally present the new degree proposal to Graduate Council.
- (iii) The Graduate Registrar and Secretary of the School of Graduate Studies is to serve as a non-voting member of the Degree Development Committee in order to ensure that the operational requirements of the new degree are compatible with those of other graduate degree programmes administered by the Graduate Council.
- (iv) The Degree Development Committee is to provide regular progress reports to both the Divinity College Principal/President and the Chair of Graduate Council.
- (v) After the proposal for the new degree has been approved by the Degree Development Committee it is to be submitted to the Divinity College Senate for approval; after approval by the Divinity College Senate, it is to be submitted to ATS for review and approval.
- (vi) Along with the process of approval by ATS, the new degree proposal is to be submitted to Graduate Council for approval; the normal practice is for it to be reviewed initially and endorsed by the Executive of Graduate Council prior to consideration by the entire Council. Given that the Divinity College is an independent entity which is responsible for its own resources, Graduate Council approval shall be concerned only with the academic quality of the proposal and not with Divinity College resource implications. (If any University resources are required, then the proposal shall be forwarded to the University Planning Committee for consideration, before going to Senate.)
- (vii) Following approval by Graduate Council, the proposal is to be submitted to the University Senate for approval as a Divinity College degree to be conferred by McMaster University.
- (viii) Following University Senate approval, the proposal is to be submitted to OCGS for appraisal. The list of OCGS consultants recommended by the University shall be developed jointly by the Principal/ President of the Divinity College and the Chair of Graduate Council; this list would normally include one or more of the ATS external reviewers.

(b) **One-Time Modified Process for the M.A. Degree.**

In view of the fact that this degree has already been approved by ATS and is now being offered as a Divinity College degree, the suggested one-time process given below recognizes that it would not be appropriate to start the entire process from the beginning.

- (i) Chair of Graduate Council or representative and another representative of the Executive of Graduate Council selected by the Chair of Graduate Council meet with the Principal/ President of the Divinity College and the Divinity College Faculty of Theology representative on the University Senate as an ad hoc committee to review the M.A. degree requirements and practices which have been implemented by the College.
- (ii) The *ad hoc* committee presents the M.A. degree proposal, with whatever modifications may be agreed upon by the committee, to the Graduate Council in the same manner as described in step a.vi. above; the representative of the Executive of Graduate Council is to be responsible for presenting the proposal, initially to the Executive and then to the full Graduate Council.
- (iii) Steps (a) (vi). and (a) (viii). are to be followed as above.
- (iv) It will be necessary to make appropriate arrangements so that those candidates, if any, who are now enrolled in the M.A. programme and who complete the degree requirements prior to University approval can eventually be awarded a University degree following approval of the programme by OCGS. One option would be for the proposal going to the University Senate in step (a) (vi). to include authorization for those individuals to be awarded a University degree retroactively.

(c) **One-Time Modified Process for the Ph.D./ThD. Degree**

This degree proposal has been approved by the Divinity College Senate and is now being considered by ATS. The suggested process is similar to that outlined in (b) (i) to (b) (iii). above. The primary difference is that, since ATS approval is still pending, the ad hoc committee in (b) (i) could, if set up in the near future, recommend changes to the proposal and have those submitted to ATS. If that timing is not realistic, then the steps to be followed would be exactly the same as (b) (i) to (b) (iii).

III Considerations for Divinity College degrees to be within the jurisdiction of the School of Graduate Studies

- (a) There should be ongoing representation from the Divinity College on Graduate Council. The appropriate representation would be two members, one being the Principal/President of the College and the other being the Divinity College teaching staff representative on the University Senate.
- (b) All Divinity College courses to be offered at the graduate level, both existing and new, must be approved by a joint Graduate Curriculum and Policy Committee, on which the Divinity College shall have representation, according to the normal protocol of the School of Graduate Studies.
- (c) Admissions and registration will be handled by the Divinity College with appropriate protocols to be set up in conjunction with the School of Graduate Studies such that they meet the requirements for admission to the School of Graduate Studies. The Divinity College will also manage dissertation and/or thesis defences including the selection and approval of external examiners. To respect the autonomy of the Divinity College, the Chair of Graduate Council will conduct a periodic academic audit of the Divinity College's degree programmes (from the application and admission process through to the process for ensuring that degree requirements have been met) to ensure that appropriate standards are being maintained.
- (d) The Divinity College will continue to publish its own academic calendar which will contain full descriptions of all degree requirements including course descriptions. The existence of the approved degrees will be mentioned briefly in the University Graduate Calendar with reference to the Divinity College calendar for those wishing to have more detailed information.
- (e) The recipients of Divinity College degrees to be conferred by the University will be approved by the Divinity College Senate and recommended to Graduate Council en route to approval by the University Senate.
- (f) The status of the eligibility of Divinity College degrees for inclusion in the provincial funding received by the University will need to be reviewed with Institutional Analysis.

IV Developing Cross-Disciplinary Relations Within the University

It is hoped that faculty members in the Divinity College and the University will establish in the near future a series of mutually stimulating relations. They may include the cross-listing of courses, the participation of Divinity College faculty on thesis examination committees (and visa versa), joint teaching, and the development of interdisciplinary colloquia and conferences.

Approved by Senate, May 28, 2003