

**UNIVERSITY COUNCIL  
GOVERNANCE COMMITTEE  
REQUEST FOR DECISION**

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**PRESENTED BY:** Roy Dobson, Chair, Governance Committee

**DATE OF MEETING:** March 16, 2023

**SUBJECT:** College of Graduate & Postdoctoral Studies Bylaws

**MOTION:** *(Dobson/Larre) That Council approve the Faculty Council Bylaws of the College of Graduate and Postdoctoral Studies, effective March 16, 2023.*

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**SUMMARY:**

This is a request for decision to University Council is to approve the College of Graduate and Postdoctoral Studies Faculty Council Bylaws. Faculty Council bylaws require approval by University Council (Council) at the recommendation of the Governance Committee of Council. In keeping with due process and requirement for 30-days' notice, a notice of motion was submitted to Council to on January 26, 2023. There were no further amendments stemming from the notice.

**ATTACHMENT:**

1. CGPS Faculty Council Bylaws



## COLLEGE OF GRADUATE AND POSTDOCTORAL STUDIES BYLAWS

The University of Saskatchewan is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another. The College of Graduate and Postdoctoral Studies is committed to decolonization leading to reconciliation and fostering equity, diversity, and inclusion.

These bylaws describe the membership, duties and procedures relating to the governance of the College of Graduate and Postdoctoral Studies and are subject to the bylaws, policies, and regulations of [University Council](#), which establishes faculty councils.

The College of Graduate and Postdoctoral Studies is unique among colleges in terms of the size of the faculty complement including over a thousand faculty members and hundreds of Adjunct members such that the faculty membership mirrors the general academic assembly in size and scope. Due to the size of the graduate faculty complement, the Graduate Faculty Council is a representative body designed to meet the unique needs of the College of Graduate and Postdoctoral Studies.

To the extent that any previous resolution of the Graduate Faculty Council or its predecessors or any committee of that council is inconsistent with these bylaws, these bylaws have precedence.

The College of Graduate and Postdoctoral Studies will be abbreviated in these bylaws as CGPS.

The CGPS Faculty Council Membership, standing committees and terms of reference for the committees are to be reviewed at least once every 5 years.

### PART 1. APPOINTMENT OF FACULTY TO CGPS<sup>1</sup>

Faculty membership in CGPS is required to participate in graduate education. The membership elects members at large to the CGPS Faculty Council.

Academic units may nominate individuals associated with their respective departments, colleges and schools who are actively engaged in furthering the education of graduate students and enhancing the research, scholarly and artistic work at the University of Saskatchewan for membership in the College of Graduate and Postdoctoral Studies (CGPS). Nomination for appointments to CGPS must have the support of the head of the academic unit and the office of the dean/executive director of the college/graduate school supporting the graduate program

A nominee may be eligible for membership within the CGPS provided at least one of the following three criteria are met:

1. The nominee has had previous experience supervising graduate students and/or has taught graduate-level course work in at least two of the last three years or;
2. The nominee has conducted a peer review, or has had an article, book or exhibition of artistic work published or accepted for publication within the last three years or;
3. The nominee has had substantial involvement in ongoing research which offers resources and opportunities for graduate students.

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<sup>1</sup> The membership eligibility in these draft bylaws is verbatim from the current Section 18 of the CGPS Policy and Procedure Manual with revision.

Appointments are made for five-year renewable terms July through June in the following categories:

**Graduate Faculty:** Individuals with academic appointments within other colleges/schools may be nominated as members of graduate faculty within the CGPS. This includes tenured, probationary, continuing term, emeriti, or in some circumstances academic programming appointments. Membership is renewable for as long as the member remains in good standing and active in graduate and postdoctoral studies

**Medical Graduate Faculty:** Medical graduate faculty members must be a licensed Saskatchewan physician or a clinical PhD, holding a clinical appointment in the individual's respective health region as well as an academic appointment in a department or a division within the College of Medicine at the University of Saskatchewan. A medical graduate faculty membership is subject to the limitations outlined by *The University of Saskatchewan Act* with respect to the statutory definition of a faculty member and as defined by the Procedures Manual for Medical Faculty. Graduate medical faculty members are members of graduate faculty within the College of Graduate and Postdoctoral Studies. Appointments are renewable for as long as the member remains in good standing and active in graduate and postdoctoral studies.

**Adjunct Professor:** An individual who is not an employee of the University of Saskatchewan whose knowledge, expertise and skills contribute to the academic unit's research and teaching functions with respect to graduate students and postdoctoral fellows, may be recommended for appointment as an adjunct professor (**USFA collective agreement 13.1.2**). Adjunct professors are members of graduate faculty within the College of Graduate and Postdoctoral Studies and are encouraged to participate in the affairs of the college as appropriate. Memberships is renewable for as long as the member remains in good standing and active in graduate and postdoctoral studies.

A **one-time member** may be appointed to serve on a graduate student advisory committee, teach a graduate-level course or serve as an external examiner of a master student's thesis. At minimum, the one-time member is expected to be a subject matter expert and typically have an earned degree equivalent to or advanced beyond that sought by the student. Generally, one-time members are non-CGPS members who have specific expertise in a specialized area and wish to contribute to the program of an individual graduate student.

## **PART 2 COLLEGE OF GRADUATE AND POSTDOCTORAL FACULTY COUNCIL (CGPSFC)**

The College of Graduate and Postdoctoral Studies (CGPS) is established under the authority of the University of Saskatchewan Council, whose powers and duties are in turn established by [the University of Saskatchewan Act 1995](#). CGPS Faculty Council conducts business on behalf of the University Council as laid out in its bylaws.

CGPS Faculty Council [has](#) authority over all matters related to the academic affairs of the College. The Dean [of CGPS convenes an annual Graduate Faculty Membership meeting in May of each calendar year to provide a report to its membership on college activity.](#)

### **Membership of the Faculty Councils (as per 220616 University Council Bylaws)**

(\*denotes non-voting members)

- (a) The President of the University\*;
- (b) The Provost and Vice-President, Academic\*;
- (c) The Vice-President, Research\*;
- (d) The Vice-President, Finance and Resources\*;
- (e) The Vice-President, University Relations\*;
- (f) The Vice-Provost, Teaching, Learning, and Student Experience\*;
- (g) The Vice-Provost, Indigenous Engagement\*;
- (h) Chief Information Officer and Associate Vice-President Information and Communications Technology\*;
- (i) The Dean of the college, or the Executive Director of the school, when the school is not encompassed within a college;

- (j) The Dean of the College of Graduate and Postdoctoral Studies or designate;
- (k) The Dean of the University Library or designate\*;
- (l) The University Secretary or designate\*;
- (m) The University Registrar or designate\*;
- (n) Such other persons as University Council may, from time to time, appoint in a voting or non-voting capacity;
- (o) Such other persons as the Faculty Council may, from time to time appoint in a non-voting capacity\*.

*In addition to the membership listed in the University Council Bylaws (Section V; Paragraph 1. noted above from (a) to (o), the CGPS Faculty Council includes the following voting members:*

- (p) The Vice, Associate or Assistant Dean(s) or delegates appointed to support graduate studies and by the Dean or Executive director of Colleges and Schools;
- (q) *The Vice-President, Research, the Vice-Provost, Indigenous Engagement and the Dean or Designate of the University Library will all serve as CGPSFC voting members;*
- (r) A representative from each department that delivers graduate programs who *will typically be* the Graduate Chair; for non-departmentalized schools and colleges, or programs delivered within a college, *the representative will typically be* a director of graduate studies or graduate chair (e.g., MBA Program);
- (s) Graduate Chairs of Interdisciplinary Programs;
- (t) Nine (9) Faculty members at large, *self-nominated through an open call process managed by CGPS' Nominations committee; each* given three-year appointments;
- (u) The president and vice-president, *(or) two delegates of the Graduate Students' Association executive team;*
- (v) Five (5) *graduate students registered in CGPS self-nominated through an open call process managed by CGPS' Nominations committee;*
- (w) *One (1) Indigenous Graduate Student appointed by the GSA; if the GSA is unable to make an appointment, the Dean will appoint a student;*
- (x) *Two (2) graduate administrators appointed as non-voting members representing operational perspective of graduate programming; individuals will self-nominate through an open call process managed by CGPS' Nominations committee;*
- (y) One (1) Postdoctoral *Scholar*; appointed annually
- (z) CGPS Council Standing *Committee chairs, if not already serving in a voting capacity (e.g., Grad Chair).*

### **Responsibilities**

- To make recommendations to University Council, President, Vice-President (Academic), Vice-President (Research), or other parties regarding the maintenance of academic and research standards in the requirements in graduate studies for admissions, programs of study, conditions for graduation, and the nature of degrees to be conferred;
- To establish academic policies for the advancement and graduation of graduate students and their suspension for neglect of studies, or defective scholarship;
- To have jurisdiction over scholarship and discipline in the graduate area;
- To recommend candidates for graduate degrees and diplomas, including the Earned D.Litt. and D.Sc.;
- To establish procedures to investigate any cases of alleged graduate student misconduct or complaints by graduate students of misconduct of which they may be victims, and to report to Council any cases which subsequently call for investigation by that or other bodies;
- To create standing and ad hoc committees; to name members to these committees; to delegate to committees, where appropriate, study and action on matters under its jurisdiction; to receive and take appropriate action on reports of committees;
- To initiate or consider and approve proposals on new or changed CGPS policies;
- To receive reports from the CGPS Awards Committee; to advise the Dean and Associate Dean on procedures and criteria for the distribution and allocation of existing graduate student awards, as well as for the enhancement of these awards, and to approve changes in policies for awards and honours proposed by the Awards Committee;
- To establish criteria for membership in the Faculty of the College of Graduate and Postdoctoral Studies;

- To establish criteria for the appointment of Graduate Faculty, Medical Graduate Faculty, Adjunct Professors and Professional Affiliates;
- To recommend to the Graduate Academic Affairs initiatives to improve the graduate student experience;
- To recommend to the Graduate Programs Committee initiatives to strengthen the quality of graduate programs;
- To delegate to the Graduate Programs Committee the authority to approve new and revised graduate programs and courses and inform Council;
- To amend regularly review and amend these bylaws.

### Meetings and Voting

- Council will meet at least typically monthly from October to May.
- Council meetings are chaired by CGPS Dean; in the event a conflict, (e.g., motion to which the Dean has an active role), the Dean as chair will remove themselves and the Associate Dean will act as chair for the duration of that business. The Associate Dean will be appointed as Chair in the absence of the Dean.
- Attendance shall be taken and any member missing two consecutive meetings may be asked by the Council Chair to resign their position if elected or for the unit to name another designate.
- Quorum shall be 50% + 1 of the voting membership.
- The meetings are open to anyone wishing to attend, but only members and invited guests will be recognized to speak.
- Any member of the CGPS Faculty may request in writing to be heard by CGPS Faculty Council and may suggest motions or other documents for the consideration of the CGPS Faculty Council.
- Minutes shall be recorded and accessible through the CGPS website.
- Any member may request to be named in the minutes.
- Meetings will be held virtually or in person with provisions to attend virtually.
- Voting will be done through electronic poll for virtual (or hybrid) meetings.
- Votes are recorded in the minutes as carried.
- Motions are carried by a simple majority of voting members present.
- Motions of substantive policy changes should be brought initially for discussion and/or as notice of motion.
- Motions from the floor require a 2/3 majority of the voting members present.

## PART 3 STANDING COMMITTEES OF CGPS FACULTY COUNCIL

### General Regulations

- The roles identified on each committee are constructed to provide inclusion across disciplinary areas where appropriate is sensitive to rank and experience in administration of graduate programs.
- The nominations committee is charged with providing a slate of nominees that aligns with the university values for [Equity, Diversity, and Inclusion \(EDI\)](#).
- The slate of committee members is put forward by the nomination committee.
- Unless stipulated in the [respective CGPSFC Committee\(s\) Terms of Reference, Committee Chairs will be appointed](#) by the nominations committee to three-year terms.
- Committee meetings shall be monthly and fall on a regular schedule to be published in March for the following year; those accepting committee [membership appointments](#) must be available for the majority of the meetings.

### Meetings and Voting

- Will typically meet monthly from September to May.
- Quorum shall be 50% + 1 of the voting membership of the committee or any subcommittee thereof.
- The meetings are open to anyone wishing to attend, but only members and invited guests will be recognized to speak.
- Minutes will be taken and are accessible to [CGPS stakeholders through USask's intranet \(CGPS PAWS Channel\)](#).
- Any member may request to be named in the minutes.

- Meetings may be held virtually or in person with a provision to attend virtually.
- Voting will be done by a show of hands by calling for abstentions, objections, and in favour in that order including those who are attending virtually.
- Votes are recorded as carried or not carried.
- Motions of substantive policy changes should be brought as initially as notice of motion for discussion and input.
- Unless otherwise stated in the terms of reference for the committee, all committee meetings are open to observers who can attend but will not be recognized by the Chair unless they are invited guests to speak to an agenda item.
- A committee may meet in camera when items warrant such as when private information regarding a student is involved.

Terms of reference for Standing Committees of the CGPS Faculty Council are as follows:

- [Graduate and Postdoctoral Council](#)
- [Nominations Committee](#)
- [Executive and Coordinating Committee](#)
- [Awards and Scholarships Committee](#)
- [Graduate Programs Committee](#)
- [Graduate Academic Affairs Committee](#)
- [Postdoctoral Studies Advisory Committee](#)
- [Interdisciplinary Committee](#)
- [Earned D.Litt. Committee](#)
- [Earned D.Sc. Committee](#)