

Academic and Administrative Governance

Adopted: February 2011

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1. CONTEXT

This document describes the governance structure and processes for the Johnson Shoyama Graduate School of Public Policy (JSGS), a provincial school with campuses at the University of Regina (U of R) and the University of Saskatchewan (USask). The School, established as a joint venture on July 1, 2007, is a provincial centre for advanced education, research, and executive education.

2. EXECUTIVE COMMITTEE (ExC)

- a. This committee has authority over matters associated with the School's budgets, personnel, external clients (such as for executive training and other contracts), and the day-to-day management of the School.
- b. The ExC has primary responsibility for developing an annual enrolment plan (including total program capacity and new admission targets), in consultation with the Joint Admissions and Scholarships Committee as needed. The plan will be presented to the JFC for information normally at the first meeting of the calendar year (i.e., January or February).
- c. The ExC comprises the Executive Director, the Director at each campus, and the Director of Executive Education.
- d. The School's three managers (Administrative Manager at U of R campus, Executive Officer at USask campus, and the Executive Education Program Manager) and the Communications and Marketing Manager will serve as resources to the Executive Committee, with other staff asked to attend to provide input as required.
- e. The Executive Director will serve as the chair.
- f. Meetings will be at the call of the chair.
- g. The administrative manager located at the same campus as the Executive Director will provide coordination support.

3. JOINT FACULTY COUNCIL (JFC)

- a. The Joint Faculty Council has charge of all matters of scholarship within the School.
- b. The JFC formally comprises all tenure-track, tenured, and term/non-permanent faculty members in the School, including those holding joint appointments of any percentage, and the Director of Executive Education. When voting is necessary, all formal members are permitted to vote.
- c. Quorum is a minimum of 50 percent of formal members, with at least three from each campus.
- d. The School's Executive Director will chair the JFC. If they are unable to attend, the Director of the campus at which the Executive Director is not located will serve as chair.
- e. The JSGS Student Association President (or their designate) from each campus will be invited to attend meetings, at their scheduled time on the agenda, in order to provide updates on student association activities.
- f. All matters under the jurisdiction of the JFC and Joint Admissions and Scholarships Committee (see below) will normally be considered by the appropriate committee before being placed on the agenda of the JFC.
- g. The administrative managers (or designates) at the two campuses will work in conjunction to schedule meetings, establish agendas, take notes, and ensure follow up on action items.

- h. All administrative and research staff of the School, including Executives-in-Residence, will be provided with the agendas and materials and invited to attend meetings at their own discretion.
- i. Meetings will be held, at a minimum, once in each of the fall and winter terms, with at least one meeting each academic year being face-to-face if possible.
- j. The agenda and materials will be made available for information purposes to the Vice-Presidents Academic and Deans of Graduate Studies at both universities.

4. CAMPUS-SPECIFIC FACULTY COUNCILS

- a. Each campus will have its own faculty council that will meet to discuss matters that normally pertain exclusively to that campus.
- b. Each campus faculty council will comprise all tenure-track, tenured, and term/non-permanent faculty members at that campus, including those holding joint appointments of any percentage, as well as the Executive Director, both campus Directors, Director of Executive Education, and the campus-specific administrative manager.
- c. Each campus faculty council will be chaired by the Director at that campus.
- d. The Executive Director, Director of the other campus, and Director of Executive Education will be invited to campus-specific faculty councils and will be allowed time on the agenda to make comments if they so wish.
- e. The JSGS Student Association President (or their designate) at the respective campus will be invited to attend meetings, at their scheduled time on the agenda to present a report.
- f. Quorum is a minimum of 50 percent of eligible members. For the purposes of voting, 'eligible members' is defined as those with an academic appointment.
- g. The administrative manager (or designate) at the respective campus will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- h. All administrative and research staff at the respective campus will be provided with the agendas and materials and invited to attend meetings at their discretion.
- i. Meetings will be held, at a minimum, once in each of the fall and winter terms and at the call of the chair.
- j. Meeting agendas and materials will be made available to faculty and staff at the other campus and all Executive Education staff upon request.
- k. At the call of the chair, there may be an in-camera meeting at the end of the faculty council meeting involving all voting members.

5. JOINT ADMISSIONS AND SCHOLARSHIPS COMMITTEE (JASC)

- a. The Joint Admissions and Scholarships Committee is responsible for:
 - i. implementing and overseeing strategies contained in the enrolment plan;
 - ii. considering issues associated with key admissions and enrolment procedures and standards;
 - iii. vetting all applications for the Master of Public Policy (MPP) and PhD in Public Policy (PhD) programs and recommending to the faculty/college of graduate studies at each campus the admission of students into these programs;
 - iv. vetting all applications for the Graduate Certificates that are offered jointly between the two campuses and recommending to the faculty/college of graduate studies at each campus the admission of students into these programs;
 - v. recommending to the Executive Director and Directors funding levels for students in the MPP and PhD programs; and
 - vi. reviewing applications for joint JSGS scholarships (i.e., named awards available to students on both campuses).
- b. This committee comprises the members of each campus's Admissions and Scholarships Committee (see below). When voting is necessary, all members have a vote.
- c. Decisions made by the JASC will be binding and cannot be overturned by the chair or any committee member. If, following a decision, circumstances or new information arise that require a decision to be revisited, the whole committee will be canvassed verbally or by e-mail if

a face-to-face meeting is not possible due to time constraints. If the committee is unable to reach a decision, or if the decision is challenged by a member of faculty, the decision will be reviewed by the Executive Director and may be changed at their discretion and in consultation with the JASC.

- d. Quorum is a minimum of four members, with at least two from each campus.
- e. The chair of the JASC will normally rotate between campuses on an annual basis and will be the chair of the Admissions and Scholarships Committee at their respective campus.
- f. The student advisors/graduate program managers (or designates) at both campuses, in conjunction with the committee chair, will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- g. Meetings will be held at the call of the chair.
- h. Agendas and materials will be made available to faculty and staff in the School for information purposes upon request.

6. ADMISSIONS AND SCHOLARSHIP COMMITTEE (ASC)

- a. Each campus will have its own Admissions and Scholarships Committee (ASC) that recommends to their respective university's faculty/college of graduate studies the admission of students into to the Master of Public Administration (MPA) (on-site delivery) and Master's Certificate programs, with the exceptions of the Graduate Certificates that are offered jointly between the two campuses since they are the responsibility of the JASC, and determines the recipients of scholarship/funding in each program if applicable.
- b. The U of R ASC will recommend to the U of R Faculty of Graduate Studies and Research (FGSR) the admission of students into the Master of Health Administration (MHA) program.
- c. The USask ASC will recommend to the USask College of Graduate and Postdoctoral Studies (CGPS) the admission of students into the online MPA program.
- d. Each committee will comprise two faculty members, including the Graduate Chair at the respective campus who serves as the committee chair. The Director at the respective campus and the Executive Director will be ex-officio. When voting is necessary, all members are permitted to vote.
- e. Decisions made by the ASC will be binding and cannot be overturned by the chair or any committee member. If, following a decision, circumstances arise that require a decision to be revisited, the whole committee will be canvassed verbally or by e-mail if a face-to-face meeting is not possible due to time constraints. If the committee is unable to reach a decision, or if the decision is challenged by a member of faculty, the decision will be reviewed by the respective campus Director or Executive Director and may be changed at their discretion and in consultation with the JASC.
- f. Quorum will be a minimum of two members, with one of those being the Graduate Chair.
- g. The student advisor/graduate program manager(s) at each campus, in conjunction with the committee chair, will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- h. Meetings will be held at the call of the chair.
- i. Agendas and materials will be available to all faculty and staff in the School for information purposes upon request.

7. MANAGEMENT OF PROGRAMS WITH OTHER PARTNERS

- a. The Admissions Committee for the Joint Master's in Governance and Entrepreneurship in Northern and Indigenous Areas (GENI) program will recommend to USask CGPS and UiT the Arctic University of Norway the admission of students into the GENI program.
- b. The Graduate Committee for the PhD in Applied Economics program, offered jointly among the USask campus and the departments of Agricultural and Resource Economics, Economics, and Finance and Management Science, will recommend to USask CGPS the admission of students into this program.

8. JOINT CURRICULUM COMMITTEE (JCC)

- a. The Joint Curriculum Committee is responsible for:
 - i. considering issues on all matters associated with the content, objectives, and delivery of the School's MPA, MPP, PhD, MHA, and GENI and Master's Certificate programs, courses (including the 990 seminar series), and the associated preparation and support programming; and
 - ii. vetting new programming ideas.
- b. Executive Education develops its own workshop content and will share the materials with the JCC on an annual basis, for information purposes. The Director of Executive Education will be invited to the JCC to discuss any workshop curriculum concerns and feedback that arise.
- c. JCC will include two faculty members from each campus and the Executive Director and both campus Directors as ex-officio, as well as the Executive Education Director attending on an as-needed basis. When voting is necessary, all faculty committee members and ex-officio members will have a vote. For motions pertaining to non-credit training programs, the Executive Education Director is permitted to vote.
- d. Quorum is a minimum of three members, with at least one from each campus.
- e. The chair will normally rotate between campuses on an annual basis and will be appointed by the Executive Director in consultation with the Directors.
- f. The student advisors/graduate program managers from both campuses, in conjunction with the committee chair, will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- g. Meetings will be held at the call of the chair. Meetings will be held, at a minimum, once in each of the fall and winter terms.
- h. Agendas and materials may be made available to faculty and staff in the School for information purposes upon request to the chair.

9. GRADUATE CHAIRS

- a. Each campus will have a Graduate Chair, who will be appointed by the respective Director in consultation with the Executive Director.
- b. The appointment will normally be for a three-year term and may be renewed upon review.
- c. The Graduate Chair has a formal role and responsibilities as determined by the faculty/college of graduate studies at their respective university ([USask](#), [U of R](#)).
- d. In general, the Graduate Chair will be responsible for the following:
 - i. selection and admission of graduate students (in concert with the Admissions and Scholarships Committee at their respective campus and the Joint Admissions and Scholarships Committee);
 - ii. advising of students and oversight of programs of study;
 - iii. development of scholarships and awards policies;
 - iv. meet with the Graduate Chair of the other campus, at a minimum once in each of the fall and winter terms; and
 - v. other responsibilities as delegated by the Executive Director or campus Director.

10. ACADEMIC PROGRAM LEADS

- a. The MHA program will have a Program Director appointed by the U of R campus Director in consultation with the Executive Director. The term of appointment is normally three years.
- b. The online MPA program will have an Academic Lead appointed by the USask campus Director in consultation with the Executive Director. The term of appointment is normally three years. The GENI program will have an Academic Lead appointed by the USask campus Director in consultation with the Executive Director. The term of appointment is normally three years.
- c. The roles of these three positions are generally to oversee the quality of the respective programs.

11. ADVISORY COUNCIL (AC)

This committee has its own terms of reference, which will be recorded outside of this governance document.

12. ANNUAL ASSIGNMENT OF COMMITTEE MEMBERSHIP

With the exceptions of the ExC, JFC, and the Graduate Chairs, committee membership will be reviewed and assigned on an annual basis. Appointments to JSGS committees will normally be finalized by March 31. The ExC may establish specific committees or working groups that are necessary only for a particular year.

**Membership of the Faculty Council of the
Johnson Shoyama Graduate School of Public Policy**

October 2022

V. CONSTITUTION AND DUTIES OF FACULTY COUNCILS

1. Membership of the Faculty Councils

A. In addition to those members listed in (B) below as members of Faculty Councils of each college and school, the Faculty Council of all colleges and schools shall include the following (*denotes non-voting members):

- (a) President and Vice-Chancellor*
- (b) Provost and Vice-President Academic*
- (c) Vice-President Research*
- (d) Vice-President Administration*
- (e) Vice-President University Advancement*
- (f) Vice-Provost Students and Learning*
- (g) Vice-Provost Indigenous Engagement?
- (h) Dean of the College or School or, in the case of a school that is not part of a college, the Executive Director of the School
- (i) Dean of Graduate and Postdoctoral Studies
- (j) Dean, University Library or designate*
- (k) University Secretary *
- (l) Associate Vice-Provost and Registrar*
- (m) Such other persons as University Council may, from time to time, appoint in a voting or non-voting capacity; and
- (n) Such other persons as the Faculty Council may, from time to time, appoint in a non-voting capacity*

B. The Faculty Councils shall be comprised as follows:

Faculty Council of the Johnson Shoyama Graduate School of Public Policy

See 1.A, sections (a) to (o).

- (o) Director, Johnson Shoyama Graduate School of Public Policy, University of Saskatchewan campus
- (p) Director, Johnson Shoyama Graduate School of Public Policy, University of Regina campus
- (q) Faculty members (professors, associate professors, assistant professors, and lecturers) who hold a standard appointment in the School
- (r) Faculty members (professors, associate professors, assistant professors, and lecturers) who hold a primary joint appointment or a secondary joint appointment of 0.25FTE or more in the School
- (s) Faculty members from the University of Regina who are appointed as Adjunct members in the Johnson Shoyama Graduate School of Public Policy
- (t) Director, Executive Education, Johnson Shoyama Graduate School of Public Policy
- (u) Johnson Shoyama Graduate School of Public Policy Advisory Council chair or representative*
- (v) The following members may be heard in faculty council but may not vote:
 - i. Faculty members (professors, associate professors, assistant professors, and lecturers) who hold a joint appointment in the School of less than 0.25FTE
 - ii. Two JSGS students, once from each campus

**This position be filled when the Advisory Council is active.*