

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

*Submitted to the Governance Committee of Council, U of S
November 2012*

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) The President of the University*
- (b) The Provost and Vice-president Academic*
- (c) Vice-president Research*
- (d) The Vice-president Finance and Resources*
- (e) The Vice-president University Advancement*
- (f) The Vice-provost Teaching and Learning*
- (g) The Associate Vice-president Student Affairs*
- (h) The Associate Vice-president Information and Communications Technology*
- (i) The 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
- (j) The Dean of Graduate Studies and Research
- (k) The Dean, University Library or designate*
- (l) The University Secretary *
- (m) The Registrar*
- (n) Such other persons as the 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*

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).

- (p) Associate Director, Johnson-Shoyama Graduate School of Public Policy
- (q) Faculty members (professors, associate professors, and assistant professors) who hold a standard appointment in the school
- (r) Faculty members (professors, associate professors, and assistant professors) 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) Two JSGS students
- (u) Director, Outreach and Training, Johnson-Shoyama Graduate School of Public Policy*
- (v) Johnson-Shoyama Advisory Council chair or representative**
- (w) The following members may be heard in faculty council but may not vote:
 - i. Faculty members (professors, associate professors, and assistant professors) who hold a joint appointment in the school of less than 0.25FTE

***This position would be filled once the Advisory Council is established and populated.*

▶▶ **Academic and Administrative Governance**

Adopted February 2011

This document describes the governance structure and processes for the Johnson-Shoyama Graduate School of Public Policy, a provincial school with campuses at the University of Regina and the University of Saskatchewan. The School, established as a joint venture on July 1, 2007, is a provincial centre for advanced education, research, and outreach and training activities.

►► EXECUTIVE COMMITTEE

- 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.
- The Executive Committee comprises the Executive Director, the Associate Director, and the Director of Outreach and Training.
- The School's three managers (administrative manager at each campus and the O&T manager), as well as the financial officer and marketing & communications specialist, will serve as resources to the Executive Committee.
- The Executive Director will serve as the chair.
- Meetings will be at the call of the chair.
- This is an informal committee; therefore, agendas and notes will not be the norm.

►► JOINT FACULTY COUNCIL

- The Joint Faculty Council (JFC) has charge of all matters of scholarship within the School.
- The Council formally comprises all tenure-track and tenured faculty members in the School (including those holding joint appointments of any percentage) and the Director of Outreach and Training. When voting is necessary, all formal members are permitted to vote.
- Quorum is a minimum of 50 percent of formal members, with at least three from each campus.
- The School's Executive Director will chair the JFC. If he/she is unable to attend, the Associate Director will serve as chair.
- The Student President (or her/his designate) from each campus will be invited to attend meetings.
- All matters under the jurisdiction of the Joint Curriculum Committee 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.
- 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.
- All administrative staff of the School, including those in O&T, will be provided with the agendas and materials and invited to attend meetings at their discretion.
- Meetings will be held, at a minimum, twice in each of the fall and winter terms, with at least one meeting each term being face to face.
- The agenda and materials will be made available for information purposes to the Vice-Presidents Academic and Deans of Graduate Studies at both universities, as well as the School's Policy Fellows, Associate Members, and Professional Affiliates.

►► JOINT ADMISSIONS AND SCHOLARSHIPS COMMITTEE

- The Joint Admissions and Scholarships Committee (JASC) is responsible for:
 - developing an enrolment plan (including targets) for consideration by the JFC and reviewing the plan on an annual basis;
 - implementing and overseeing strategies contained in the enrolment plan;
 - considering issues associated with key admissions and enrollment procedures and standards;
 - vetting all MPP and PhD applications and recommending to the faculty/college of graduate studies at each campus the admission of students into these programs; and
 - recommending to the JFC funding levels for students in the MPA, MPP, and PhD programs.
- This committee comprises the members of each campus's Admissions and Scholarships Committee (see below). When voting is necessary, all members have a vote.
- Decisions made by the JASC 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.
- Quorum is a minimum of four members, with at least two from each campus.
- 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 his/her respective campus.

- The graduate secretary at the U of S campus, in conjunction with the committee chair and the administrative managers at the two campuses, will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- Meetings will be held at the call of the chair.
- Agendas and materials will be available to all faculty and staff in the School for information purposes.

► JOINT CURRICULUM COMMITTEE

- The Joint Curriculum Committee (JCC) is responsible for:
 - considering issues on all matters associated with the content, objectives, and delivery of the School’s MPA, MPP, PhD, and Master’s Certificate programs, courses (including the 990 seminar series), and the associated preparation and support programming (such as the annual *Get Connected* orientation, non-credit sessions on statistics, and professional development activities, including the student case competition and other experiential learning opportunities);
 - vetting new programming ideas; and
 - advising on curriculums for the School’s training programs, in consultation with the Director of Outreach and Training.
- JCC will include two faculty members from each campus and the Executive and Associate Directors ex-officio, as well as the O&T Director on an as-needed basis. When voting is necessary, all faculty and ex-officio members will have a vote. For motions pertaining to training programs, the O&T Director is permitted to vote.
- Quorum is a minimum of three members, with at least one from each campus.
- The chair will normally rotate between campuses on an annual basis and will be appointed by the Executive Director, in consultation with the Associate Director.
- The two administrative managers (or designates), in conjunction with the committee chair, will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- Meetings will be held at the call of the chair.
- Agendas and materials will be available to all faculty and staff in the School for information purposes.

► JOINT NOMINATIONS COMMITTEE

- The Joint Nominations Committee (JNC) is responsible for:
 - calling for nominations of individuals for Policy Fellow and Adjunct Professor appointments;
 - using criteria established by the JFC, vetting nominations and recommending appointments to the JFC; and
 - recommending revisions to criteria for these types of appointments.
- JNC will include one faculty member from each campus.
- The committee will seek the assistance of the two administrative managers (or designates) in issuing calls for nominations, preparing recommendations for JFC, and ensuring follow up on action items.
- Meetings will be held as determined by the committee.

► CAMPUS-SPECIFIC FACULTY COUNCILS

- Each campus will have its own faculty council that will meet to discuss matters that pertain to that campus.
- Each campus faculty council will comprise all tenure-track and tenured faculty members at that campus (including those holding joint appointments of any percentage), as well as the Executive Director, Associate Director, Director of Outreach and Training, and the School’s three managers (two administrative managers and manager of O&T).
- Each campus faculty council will be chaired by the academic leader at that campus (for example, when the Executive Director is located at the U of S, he/she will chair the U of S faculty council and when the Associate Director is located at the U of R, he/she will chair the U of R faculty council).
- The Student President (or her/his designate) at the respective campus will be invited to attend meetings.
- 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.
- The administrative manager (or designate) at the respective campus will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- All administrative staff at the respective campus will be provided with the agendas and materials and invited to attend meetings at their discretion.

- Meetings will normally be held, at a minimum, twice in each of the fall and winter terms and at the call of the chair.
- Meeting agendas and materials will be available to faculty and staff at the other campus and all O&T staff.

►► ADMISSIONS AND SCHOLARSHIP COMMITTEE

- 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 MPA students and determines the recipients of scholarship/funding in each program.
- Each committee will comprise three faculty members, including the Graduate Chair at the respective campus, who serves as the committee chair. The academic leader at the respective campus will be ex-officio. When voting is necessary, all members are permitted to vote.
- 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.
- Quorum will be a minimum of two members.
- The designated support person at each campus (administrative manager at the U of R and the graduate secretary at the U of S), in conjunction with the committee chair, will schedule meetings, establish agendas, take notes, and ensure follow up on action items.
- Meetings will be held at the call of the chair.
- Agendas and materials will be available to all faculty and staff in the School for information purposes.

►► GRADUATE CHAIR

- Each campus will have a Graduate Chair, who will be appointed by the Executive and Associate Directors in conjunction.
- The appointment will be for a three-year term and may be renewed upon review.
- The Graduate Chair has a formal role and responsibilities as determined by the faculty/college of graduate studies at their respective university. In general, the Graduate Chair will be responsible for the following:
 - 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);
 - advising of students and oversight of programs of study (at U of R campus, the administrative manager advises MPA students);
 - development of scholarships and awards policies; and
 - other responsibilities as delegated by the Executive/Associate Director and/or graduate studies

►► ADVISORY COUNCIL

- The Advisory Council will:
 - assist in promoting the School;
 - advise the School's Executive Committee on policy and program issues; and
 - provide a communications link between and among the public sector, private sector, and the academic community.
- Membership and other parameters to be developed.

With the exception of the JFC and the Graduate Chairs, committee membership will be reviewed on an annual basis. Appointments to JSGS committees will normally be finalized by July 31.