



AGENDA

College of Graduate & Postdoctoral Studies

Graduate Faculty Council Meeting

Thursday, November 27, 2025 | 3:00 – 4:30 PM

ARTS 241

Attendance & Participation

- Meetings are held in-person.
Zoom access is available by request only—
please contact cgps.gov@usask.ca if you require
remote access due to illness or a prearranged
accommodation.
- Graduate Chairs, if you are unable to attend,
please appoint a delegate to ensure quorum
and program representation is maintained."
- Upon arrival, please check in with CGPS staff.
Your attendance will be recorded, and you'll
receive a personalized name card – this is so we
can put names to faces and keep the awkward
"I-know-your-face-but-not-your-name"
moments to a minimum. Please leave these
behind, we will use them again next time.

Voting Procedures

- Voting will be conducted by a show of hands for
in-person attendees. Online participants will
vote using the digital hand-raise feature.
- Some programs have multiple graduate chairs
listed, but only one vote is permitted per
program. Please determine your voting
representative prior to the meeting.

Meeting Materials

- All meeting documents will be posted on the
[CGPS Faculty Council website](#).
- Members will receive a notification
approximately one week prior to each meeting
when materials are ready for review.

Land Acknowledgement

DECISION ITEMS 3:05-3:20

1. Approval of the agenda

Motion: Graduate Faculty Council approves the November 27, 2025, agenda as circulated.

2. Approval of the minutes

Motion: Graduate Faculty Council approves the October 30, 2025, minutes as circulated.

APPENDIX 1

3. GPS 210 Progress Report (J. Singh)

Motion: That CGPS Faculty Council approve the revisions to GPS 210 progress report.

APPENDIX 2

NOTICE OF MOTION 3:20-3:30

4. PPM 3 Supervision and Advisory Committee composition revisions (J. Singh)

APPENDIX 3

Notice of Motion: Update policy to clarify roles of advisory committee members and remove barriers for non-departmentalized colleges.



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DISCUSSION [3:30-3:45](#)

5. Proposed increase to minimum funding for PhDs within the 75th program. (M. Usunier)

STANDING REPORTS [4:00-4:20](#)

6. Dean's Verbal Report (D. Burshtyn)
7. Society for Postdoctoral Scholars (T. Jahan)
8. Graduate Students' Association (P. Roy)
9. Announcements
10. Questions
11. Adjournment



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MINUTES

College of Graduate & Postdoctoral Studies

Graduate Faculty Council Meeting

Thursday, October 30, 2025 | 3:00 – 4:30 PM

ARTS 241

Attendance & Participation

- Meetings are held in-person.
Zoom access is available by request only—please contact lori.lisitza@usask.ca if you require remote access due to illness or a prearranged accommodation.
- Graduate Chairs, if you are unable to attend, please appoint a delegate to ensure quorum and program representation is maintained."
- Upon arrival, please check in with CGPS staff. Your attendance will be recorded, and you'll receive a personalized name card – this is so we can put names to faces and keep the awkward "I-know-your-face-but-not-your-name" moments to a minimum. Please leave these behind, we will use them again next time.

Voting Procedures

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- Some programs have multiple graduate chairs listed, but only one vote is permitted per program. Please determine your voting representative prior to the meeting.

Meeting Materials

- All meeting documents will be posted on the [CGPS Faculty Council website](#).
- Members will receive a notification approximately one week prior to each meeting when materials are ready for review.

Present: Tyler Wenzek, Yang Yang, Ann Martin, Carmeron Forbes, Britney Bergermann, Lori McKee, Linda Nemeth (del), Scot Stone, Lynn Lemisko, Angela Jaime, Steve Milosavljevic, Laureen McIntyre, Yesu Ramya Kandregula, Catherine Niu, Fang Xiang Wu, Nazeem Muhajarine, Shafiq Alam, Glenn Stuart, Matthew Paige, David Elwood, Daniela Pita de Melo, Jing Xiao, Rama Gokaraju, Smita Garg (del), Supratim Ghosh, Ehab Diab, Benjamin Hoy, Leonzo Barreno, Zhi Li, Wanda Martin, Peter Alward, Katherine Stewart, David Janz, Pierre-Francois Noppen, Chris Willenborg, Randy Kutcher, Palash Roy, Laila Valila, Jeremy Irvine, Samantha Carla, Mike Scott, Carolyn Pytlyk, Steven Rayan, Liran Levin, Vicki Squires, Ronke Ayanu, David Blackburn, Lynn Weber, Jaswant Singh, Debby Burshtyn, Leonzo Barreno

Call to order 3:05 PM

Land Acknowledgement

DECISION ITEMS 3:05-3:20

1. Approval of the agenda

Motion: Graduate Faculty Council approves the October 30, 2025, agenda as circulated.
Roy/Levin CARRIED

2. Approval of the minutes

Motion: Graduate Faculty Council approves the October 2, 2025, minutes as circulated.
Noppen/WMartin CARRIED

APPENDIX 1



3. Advisory Committees (J. Singh)

Notice of Motion: That CGPS Faculty Council endorse the revisions to GPS 210 progress report.

APPENDIX 2

Dr. Singh presented the NOI and noted the following improvements made since council saw this item at this council at the end of the last academic year.

- Preamble section
- Formatting & ease of use
- Identifies role of members
- New disclosures sections
- Progress in program
- Student comments section
- Clarification for signatures

The notice of motion was acknowledged and will be brought forward for decision at the November council meeting no questions or comments were heard.

DISCUSSION 3:20-4:00

4. 2024-25 Graduate Student & Postdoc Scholar Report (M. Usunier)

APPENDIX 3

The 5th edition of this annual report will be reviewed in brief. Previous reports can be [found here](#).

Marc Usunier presented several highlights from the report including current admission and enrollment pressure, international student funding programs DOST and CSC, the 2024-25 success rates within Tri-Agency and latest postdoctoral fellows statistics. The areas that central recruitment are currently working include Brazil, Vietnam and other countries who have funding for incoming graduate students.

5. Funding – 75th and SSF funding (L. Johnson)

Entering the third year of the new funding model, CGPS committed to complete a review of the system.

Leah Johnson provided background context on a key component of CGPS' centralized funding model that includes the 75th and SSF – how these funding programs are calculated and allocated. It is recognized that PhD minimums need to increase – CGPS proposes that the current funding guarantee to PhD students (of which units must commit to in order to be included in receiving a 75th allocation from CGPS) should increase from \$20,000/yr to \$25,000/yr and a corresponding increase in the base unit for the 75th.

Comments from the floor

An increase to minimum funding is extremely important for the successful completion of graduate students. This comment was echoed across council; a consideration in bumping up pay through grants will impact research outputs. *The Dean indicated that the provincial MOU may provide clarification in terms of an increase to the current funding envelope provided to CGPS from institution funds.*

A member suggested that master's student minimums should be considered – it needs to be recognized that master's students also have significant living needs. The Dean indicated that *broadening more scholarships is a priority and how that will impact all thesis-based students is a consideration. Course-based master's students are not generally funded and there are different considerations to provide access to those programs.*



A member asked about implementation of the 25K and if the proposed increase would capture current students in program or how that may impact progress if this is a 'go forward only' initiative. *The Dean indicated that this is a point for discussion as ideally yes, but sources to fund the increase need to be identified first.*

A member commented that new faculty support program that CGPS provides should be revised to be aligned to the minimum funding amounts for PhDs. A member asked what supports are available to units who could not opt in to the 75th – those units still get SSF allocation. *The Dean acknowledged these comments and indicated that units who have opted out of the 75th program are still provided with an SSF allocation. There are only three PhD programs not in the 75th program.*

A member noted that master's students' course work is usually halted during the summer, yet thesis-based master's students are still required to pay tuition and asked if this piece can be considered within funding discussions. *The Dean noted that tuition is a separate conversation, albeit tied to funding and would be interested in continuing this conversation offline, especially leading up to the tuition setting months coming up.*

6. PPM 3 [Supervision and Advisory Committees](#) (J. Singh)

APPENDIX 4

Update policy to clarify roles of advisory committee members and remove barriers for non-departmentalized colleges with respect to Cognate for PhD Advisory committees.

Dr. Singh presented the material in Appendix 4 and highlighted the following proposed changes:

- Graduate Academic Affairs Committee (standing committee of CGPS Council) GAAC supports retaining the cognate member on PhD advisory committee
- Role of additional and cognate members
- Cognate member
 - Must be a regular CGPS member (faculty)
 - Must be from a different academic unit
 - Practices for non-departmentalized colleges

Comments from the floor

For non-departmentalized colleges/schools the wording should be "distinct" not delineated, make the wording more straight forward. The member also asked if cognates can be a collaborator with the student/supervisor or perhaps be arm's length? *The Dean noted that if cognates bring breadth of knowledge; therefore should be encouraging their participation. While units could impose such rule, adhering to conflict-of-interest practices should cover the issue and not necessary from a central perspective.*

STANDING REPORTS [4:00-4:20](#)

7. Dean's Verbal Report (D. Burshtyn)

- Congratulations to the awards team and communications colleagues in CGPS on a successful roll out of the new Grad Awards HUB.
- It was a privilege to attend a recent panel discussion from a UBC-led SSHRC-funded study about supporting Indigenous graduate students that we are participating in. Following the panel, the researchers had a discussion with Indigenous graduate students for the project and will return to share the findings and recommendations.



- CGPS sponsored poster prizes at the PAWS conference.
- The fall message to graduate faculty from the Dean's Desk was distributed last week.
- Looking ahead, the CAGS conference is next week. Dr. Jaris Swidrivoich, recent Governor General Gold Medal recipient for their PhD in Educational Foundations will receive the national ProQuest/CAGS dissertation award.
- The Dean provided information on this fall's Governor General Gold Medal award winner which is currently embargoed.

8. Society for Postdoctoral Scholars (T. Jahan) Not Available

9. Graduate Students' Association (P. Roy)

- The GSA President indicated that the executive is in negotiations with the City of Saskatoon Transit on providing spring/summer bus passes to graduate students – as this negotiation unfolds, more information will become available.
- Additionally, several events were noted including a financial leadership series, a Halloween event and various EDI initiatives including anti-racism training for the GSA executive team.

10. Announcements

- Dean Burshtyn highlighted several upcoming events all of which of listed in CGPS' newsletter which was distributed today.

11. Questions

No questions from the floor.

12. Adjournment/P. Roy

FOR INFORMATION ONLY

Governor Gold Medal Recipient Fall Convocation 2025 **EMBARGOED UNTIL NOVEMBER 6, 2025 – Information released to council.**

• College Bylaws	Nov 12	Convocation
• Council Archives	Nov 13	Level UP CGPS PD November Workshops Begin
• Facts & Figures	Nov 14	3MT Workshop Series Begin
	Nov 27	Being Your Best Self as a Graduate Mentor Panel
	Nov 27	Graduate Faculty Council

Governance Proposal Executive Summary

ITEM

Agenda Item Title: GPS 210 Progress Report
Motions: That CGPS Faculty Council endorse the revisions to GPS 210 progress report Forbes/Singh
Proposed and presented by: Jaswant Singh
Action: ☐ For Discussion ☐ Notice of Motion ☒ For Approval

DETAILS

Office of Administration	College of Graduate and Postdoctoral Studies
Final Approval Body	CGPS Faculty Council
Recommended By	Graduate Academic Affairs Committee
Purpose of the Proposal	To update the progress report to meet minimum needs of students, programs and advisory committees
Strategic and Policy Alignment	- CGPS Policy and Procedures Manual - CGPS Strategic Plan: Goal 3 & 4: Commit to improved and equitable systems, policies, processes & service standards [reframed]
Summary	In 2024, Graduate Services was updated to allow units to upload PDF documents for progress reports in place of the old process of progress report notes having to be manually entered into the system by Graduate Program Administrators. At the same time, the comprehensive exam was updated to a candidacy assessment process. Given these changes and identified gaps in the current GPS 210 Progress Report, CGPS has been working on a new Progress Report form to support units in assessing the progress of their graduate students. With the updated form and the abilities of the new version of Graduate Services, we are also adding in some additional flexibility for those units who wish to use or continue to use more detailed progress reports in place of the GPS 210, provided at least all the items covered in the GPS 210 are included in the unit form.



	Summary of changes: • Additional preamble to clarify - o Requirement for synchronous advisory committee meetings - o Units may have their own progress report or adapt the form provided that the minimum elements are included - o Expectations for students returning from leave. • General formatting, including addition of sections for ease of use. • Identifying the role of committee members • New disclosures section: conflict of interest, sensitive technology research and affiliation of concern (STRAC) • Progress in program, including - alignment of evaluation criteria across items, new items - o Steps for remediation when unsatisfactory progress is noted • Student comments section • Clarification for why signatures are required
Consultation and Approval Pathway	Graduate Academic Affairs Committee • For discussion and feedback - 2024-25, Sept 2025 • Approval – Oct 15, 2025 CGPS Faculty Council • Discussion and feedback May 2025 • Notice of Motion - Oct 30, 2025 • Approval - Nov 27, 2025
Implementation	2025-26
Attachments	GPS 210 Progress Report (updated October 2025)

GPS 210 PROGRESS REPORT

All students must have a synchronous advisory committee meeting at least once during each 12-month period. Following that meeting, a progress report must be completed, signed, filed with CGPS via Graduate Services in PAWS as a PDF document, and a copy shared with the student ([see policy 3.2.](#)).

Progress reports do not have to follow the GPS 210 format (programs can continue to use their own forms or adapt this form), however, all progress reports submitted to CGPS must include at a minimum all the information included in the most recent version of the GPS 210.

It is the responsibility of the supervisor and the student to ensure that progress reports are submitted to the graduate chair. Students who do not have progress reports on file may encounter issues with delays to defence and program completion.

Students returning from leave: it is recommended that students meet with their advisory committee upon return from leave to discuss plans and proceed with annual progress meetings as scheduled.

SECTION 1: General Information

Student Name		Program
Student #	Program start date	Leave start/end dates (if applicable)

Committee Meeting Date		Supervisor(s)	
Written report submitted by student		Oral presentation by student?	
☐ Yes ☐ No	If yes, date report submitted:	☐ Yes ☐ No	
Committee member(s), including supervisors:		Role	Attended ☐
		Choose an item.	☐
		Choose an item.	☐
		Choose an item.	☐
		Choose an item.	☐
		Choose an item.	☐
		Choose an item.	☐

SECTION 2: Disclosures

Conflict of Interest	
All potential sources of conflict of interest of and between committee members (as defined in CGPS Policy 3.1.2.) have been considered, disclosed, and mitigated where necessary.	☐ None to disclose ☐ Disclosed and mitigation strategy in place

Sensitive Technology Research and Affiliations of Concern (STRAC) Declaration		
Given the topic of research, the committee composition is compliant with STRAC :	☐ Yes ☐ No	☐ Unsure ☐ n/a

If you have questions regarding the Canadian Government's policy STRAC, or would like some assistance in determining how to assess associated risks, please contact Lisa Belhumeur Belhumeur.lisa@usask.ca.



SECTION 3: Progress in Program

Contact with supervisor(s):

- ☐ Satisfactory
- ☐ Needs improvement
- ☐ Unsatisfactory
- ☐ None

Comments:

Thesis/dissertation proposal

- ☐ n/a
- ☐ Not Started
- ☐ In Progress
- ☐ Approved/Completed

Comments:

Ethics approval:

- ☐ n/a
- ☐ Satisfactory
- ☐ Needs improvement
- ☐ Unsatisfactory
- ☐ Completed

Comments:

Progress in research since last meeting:

- ☐ n/a
- ☐ Satisfactory
- ☐ Needs improvement
- ☐ Unsatisfactory

Comments:

Doctoral Candidacy Assessment*:

*Expected completion within 2 years of
program start date

- ☐ n/a
- ☐ In Progress
- ☐ Completed

Comments:

Progress in thesis/dissertation writing:

- ☐ n/a
- ☐ Satisfactory
- ☐ Needs improvement
- ☐ Unsatisfactory

Comments:

Course work

- ☐ n/a
- ☐ In Progress
- ☐ Completed

Comments (list courses here):



Outline any steps necessary for remediation if any unsatisfactory progress or lack of communication with the supervisor was noted. Clearly indicate:

- a) why a notation of unsatisfactory progress was given
- b) expectations and timelines for the student to improve their progress.

If there are any areas of unsatisfactory progress, it is recommended that the student and advisory committee meet again within three months.

Steps for remediation:

SECTION 4: Meeting minutes

Minutes should include discussion details, feedback/advice given and next steps for the student.



SECTION 5: Student Comments (optional)

Students may provide comments including barriers encountered since previous meeting and areas where more support is requested. If there is a concern with supervisor support or availability, students should speak with the graduate chair or contact the associate dean in their college or CGPS for advice.

Student comments:

SECTION 6: Signatures

Your signature confirms that you have received a copy of the progress report and meeting minutes.

Supervisor(s) Signature	Supervisor(s) Name	Date
Student Signature		Date
Graduate Chair Signature	Graduate Chair Name	Date

Governance Proposal Executive Summary

ITEM

Agenda Item Title: PPM Section 3 – Supervision and Advisory Committees
Motions: It is recommended by the Graduate Academic Affairs Committee that Council approve the revision to PPM Section 3 of the CGPS Policy and Procedures Manual (PPM), including the addition of the Role of Additional Members and Role of the Cognate Member, and revisions to the Advisory Committee Composition.”
Proposed and presented by: Jaswant Singh
Action: ☐ For Discussion ☒ Notice of Motion ☐ For Approval

DETAILS

Office of Administration	College of Graduate and Postdoctoral Studies
Final Approval Body	CGPS Faculty Council
Recommended By	Graduate Academic Affairs Committee
Purpose of the Proposal	Update policy to clarify roles of advisory committee members and remove barriers for non-departmentalized colleges
Strategic and Policy Alignment	PPM Section 3 – Supervision and Advisory Committees
Summary	The role of cognate members on PhD advisory committees has been discussed at GAAC extensively and at CGPS Faculty Council. Minor edits have been made to the revised policy based on feedback from both GAAC and council. The discussion at council as to whether a cognate could be a collaborator of the supervisor was heard and noted. The goal is not to rule out the opportunity to bring in collaborators and support interdisciplinarity but as we implement these changes, we do want people to indicate when they are a collaborator of the supervisor - there is an area to indicate conflict of interest on the progress report.
Consultation and Approval Pathway	Graduate Academic Affairs Committee • Discussion and feedback: 2024-2025, Fall 2025 • Approval – November 19, 2025 Faculty Council • Discussion: October 30, 2025 • Notice of Motion – November 27, 2025 • Approval - January 21, 2026
Implementation	2025-26
Attachments	PPM Section 3 – Supervision and Advisory Committees revisions

MARK-UP COPY

3. SUPERVISION AND ADVISORY COMMITTEES

3.1. ROLE AND SELECTION OF SUPERVISOR

The supervisor must be a faculty member of CGPS and should be familiar with the rules and procedures of the academic unit, CGPS, and the university. Both student and supervisor are responsible for ensuring that all CGPS and academic unit policies, regulations, and requirements are observed and met.

Selection of a supervisor in thesis or dissertation-based programs is completed by mutual agreement among the student, supervisor, graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate. This selection should take place as ~~quickly~~ **early** as possible and must occur within 12 months of the first registration.

The supervisor should be free of any conflicts of interest with the student. Should any conflicts of interest emerge they should be disclosed and managed accordingly (see [CGPS policy 14.2](#)).

3.2. ADVISORY COMMITTEE FOR THESIS AND DISSERTATION-BASED PROGRAMS

As soon as possible following a student's first registration in a thesis or dissertation-based program, an advisory committee should be named. **Selection of the members is completed by mutual agreement between the student and supervisor.** Responsibility for ~~naming~~ **approving** the members of a student's advisory committee lies with the graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate; **committee members roles are identified at advisory committee meetings.** It is the responsibility of the advisory committee, including the supervisor, to assist students in course selection and definition of research area, to provide support and advice, to evaluate regularly the student's progress by meeting at least once yearly, to take appropriate and timely action in view of this progress, and to keep records of this evaluation and all actions taken. The supervisor is responsible for ensuring that progress reports, meeting minutes, programs of study, and other advisory committee paperwork is completed and forwarded to the unit's graduate administrator. The members should be free of any conflicts of interest with the student. Should any conflicts of interest emerge they should be disclosed and managed accordingly (see [CGPS policy 14.2](#)).

3.2.1. CONSIDERATIONS FOR COMMITTEE COMPOSITION

The advisory committee is the central group of experts that educate, mentor, inspire, role-model, and adjudicate graduate students, over a period of years at the university and often beyond graduation within professional networks. In addition to research and (inter-) disciplinary expertise, graduate chairs, head, deans/executive directors (non-departmentalized colleges/schools) or designates must consider other factors when composing student advisory committees, including, but not limited to, the following:

1. Student perspective - Knowing the academic, personal, and career goals of the student and ensuring the student has a voice in selecting their advisory committee.
2. Equity, diversity, and inclusion - Success and the overall experience of students with a range of personal attributes and qualities, diverse talents, perspectives, backgrounds, worldviews, ways of knowing, skills, and abilities, will be supported by a diverse advisory committee (e.g., race, gender identity, cultural background, lived experience, physical ability). [[see USask Equity, Diversity, and Inclusion Policy](#)]
3. Conflict of interest – Situations where the private interests of a prospective member(s) conflict with, or could reasonably be perceived to conflict with, their obligations to provide impartial advice, support, and to exercise

independent judgment on an advisory committee, must be avoided. Disclosure of potential conflicts of interest to the graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate must occur, and consideration of their implications should occur in the process of constituting advisory committees and at the first full advisory committee meeting with the student. (see [CGPS policy 14.2](#) and [USask Conflict of Interest Policy](#)).

Academic units should ensure that the application of these factors is discussed and monitored in a meaningful way on a consistent basis.

NEW SECTION

3.2.2. ROLE OF ADDITIONAL MEMBERS

Additional members on the advisory committee bring complementary expertise to the supervisor to support student's research, training and/or program of studies. Additional members may be from within or outside the academic unit, college or institution and must be a regular member of the faculty of CGPS, adjunct professor, professional affiliate or be granted one-time membership by the dean of CGPS or designate. The additional members should be free of any conflicts of interest with the student and the supervisor.

NEW SECTION

3.2.3. ROLE OF THE COGNATE MEMBER

The cognate member brings complementary expertise to the subject matter and/or methodology and provide a diverse perspective. The cognate member should have sufficient expertise in the research area, methodology, or research design to support the student's area of research interest.

A cognate member is a requirement on all PhD advisory committees and will have a sound understanding of USask and CGPS policies and procedures. The cognate must be a regular member of the faculty of the CGPS. In departmentalized colleges, the cognate must be from a different principal academic unit (department/school) than the student and supervisor(s). In non-departmentalized colleges or schools, preference will be given to cognates from outside the college/school, however, if no such person is available, the cognate member may be from the same college/school as the student and supervisor(s), provided their disciplinary expertise is distinct from that of the supervisor. In such cases, the Associate Dean Research or Executive Director of that college/school must be consulted. A cognate member cannot be a professional affiliate and cannot be adjunct faculty (except from VIDO). The cognate members should be free of any conflicts of interest with the student and the advisory committee members.

3.2.2.4. ADVISORY COMMITTEE COMPOSITION

The master's advisory committee consists of at least two members	The Ph.D. advisory committee consists of at least three members
At least one of the supervisor(s) or additional member, or cognate member on the advisory committee must be a regular member of the faculty of CGPS who is an employee of the university.	
1. Supervisor A member of the faculty of the CGPS (adjunct professors	1. Supervisor A member of the faculty of the CGPS (adjunct professors

included, but cannot be a professional affiliate). The supervisor typically chairs meetings of the advisory committee. Co-supervisor, if applicable Persons who are not members of the faculty of CGPS may be granted permission to be a co-supervisor by the dean, CGPS or designate. Co-supervisors share a vote in decision-making, and thus count as one member.	included, but cannot be a professional affiliate). The Supervisor typically chairs meetings of the advisory committee. Co-supervisor, if applicable Persons who are not members of the faculty of CGPS may be granted permission to be a co-supervisor by the dean, CGPS or designate. Co-supervisors share a vote in decision-making, and thus count as one member.
2. Additional Member Must be a regular member of the faculty of CGPS, adjunct professors, professional affiliates or be granted one-time membership by the dean, CGPS or designate. The list of regular faculty, adjuncts, and professional affiliates can be accessed in PAWS.	2. Additional Member Must be a regular member of the faculty of CGPS, adjunct professors, professional affiliates or be granted one-time membership by the dean of CGPS or designate. The list of regular faculty, adjuncts, and professional affiliates can be accessed in PAWS.
	3. Cognate Member Must be a regular member of the faculty of the CGPS (adjunct professors included, but cannot be a professional affiliate) from a different principal academic unit (department/college/school) than the student and supervisor, and cannot be an adjunct professor (apart from adjuncts from VIDO) or professional affiliate. In cases of non-departmentalized colleges and schools, the cognate member may be from the same college/school as the student and supervisor(s), provided their disciplinary expertise is distinct from that of the supervisor.

~~At least one of the supervisor(s), additional member, or cognate member on the advisory committee must be a regular member of the faculty of CGPS who is an employee of the university.~~

The graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate is a non-voting *ex officio* member of the advisory committee.

The dean of the CGPS or designate is a non-voting *ex officio* member of the advisory committee.

Ex officio members are not required to attend advisory committee meetings but may be included in these meetings and deliberations at the invitation of the student, supervisor(s), any other member of the advisory committee, or in accordance with the policy and practice of the academic unit.

When one of the proposed members of the advisory committee is not a member of the CGPS graduate faculty, the proposed member's CV and a written rationale as to why the person should be approved to serve on the committee must be provided. Please note this is a one-time approval for that person to serve on a specific advisory committee.



UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

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Email: **grad.studies@usask.ca**

Postgraduate diploma and graduate certificate students do not require an advisory committee. The use and composition of advisory committees for course- and project-based master's degrees is at the discretion of each academic unit.

**CLEAN COPY****3. SUPERVISION AND ADVISORY COMMITTEES****3.1. ROLE AND SELECTION OF SUPERVISOR**

The supervisor must be a faculty member of CGPS and should be familiar with the rules and procedures of the academic unit, CGPS, and the university. Both student and supervisor are responsible for ensuring that all CGPS and academic unit policies, regulations, and requirements are observed and met.

Selection of a supervisor in thesis or dissertation-based programs is completed by mutual agreement among the student, supervisor, graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate. This selection should take place as early as possible and must occur within 12 months of the first registration.

The supervisor should be free of any conflicts of interest with the student. Should any conflicts of interest emerge they should be disclosed and managed accordingly (see [CGPS policy 14.2](#)).

3.2. ADVISORY COMMITTEE FOR THESIS AND DISSERTATION-BASED PROGRAMS

As soon as possible following a student's first registration in a thesis or dissertation-based program, an advisory committee should be named. Selection of the members is completed by mutual agreement between the student and supervisor. Responsibility for approving the members of a student's advisory committee lies with the graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate; committee members roles are identified at advisory committee meetings. It is the responsibility of the advisory committee, including the supervisor, to assist students in course selection and definition of research area, to provide support and advice, to evaluate regularly the student's progress by meeting at least once yearly, to take appropriate and timely action in view of this progress, and to keep records of this evaluation and all actions taken. The supervisor is responsible for ensuring that progress reports, meeting minutes, programs of study, and other advisory committee paperwork is completed and forwarded to the unit's graduate administrator. The members should be free of any conflicts of interest with the student. Should any conflicts of interest emerge they should be disclosed and managed accordingly (see [CGPS policy 14.2](#)).

3.2.1. CONSIDERATIONS FOR COMMITTEE COMPOSITION

The advisory committee is the central group of experts that educate, mentor, inspire, role-model, and adjudicate graduate students, over a period of years at the university and often beyond graduation within professional networks. In addition to research and (inter-) disciplinary expertise, graduate chairs, head, deans/executive directors (non-departmentalized colleges/schools) or designates must consider other factors when composing student advisory committees, including, but not limited to, the following:

1. Student perspective - Knowing the academic, personal, and career goals of the student and ensuring the student has a voice in selecting their advisory committee.
2. Equity, diversity, and inclusion - Success and the overall experience of students with a range of personal attributes and qualities, diverse talents, perspectives, backgrounds, worldviews, ways of knowing, skills, and abilities, will be supported by a diverse advisory committee (e.g., race, gender identity, cultural background, lived experience, physical ability). [[see USask Equity, Diversity, and Inclusion Policy](#)]
3. Conflict of interest – Situations where the private interests of a prospective member(s) conflict with, or could reasonably be perceived to conflict with, their obligations to provide impartial advice, support, and to exercise

independent judgment on an advisory committee, must be avoided. Disclosure of potential conflicts of interest to the graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate must occur, and consideration of their implications should occur in the process of constituting advisory committees and at the first full advisory committee meeting with the student. (see [CGPS policy 14.2](#) and [USask Conflict of Interest Policy](#)).

Academic units should ensure that the application of these factors is discussed and monitored in a meaningful way on a consistent basis.

3.2.2. ROLE OF ADDITIONAL MEMBERS

Additional members on the advisory committee bring complementary expertise to the supervisor to support student's research, training and/or program of studies. Additional members may be from within or outside the academic unit, college or institution and must be a regular member of the faculty of CGPS, adjunct professor, professional affiliate or be granted one-time membership by the dean of CGPS or designate. The additional members should be free of any conflicts of interest with the student and the supervisor.

3.2.3. ROLE OF THE COGNATE MEMBER

The cognate member brings complementary expertise to the subject matter and/or methodology and provide a diverse perspective. The cognate member should have sufficient expertise in the research area, methodology, or research design to support the student's area of research interest.

A cognate member is a requirement on all PhD advisory committees and will have a sound understanding of USask and CGPS policies and procedures. The cognate must be a regular member of the faculty of the CGPS. In departmentalized colleges, the cognate must be from a different principal academic unit (department/school) than the student and supervisor(s). In non-departmentalized colleges or schools, preference will be given to cognates from outside the college/school, however, if no such person is available, the cognate member may be from the same college/school as the student and supervisor(s), provided their disciplinary expertise is distinct from that of the supervisor. In such cases, the Associate Dean Research or Executive Director of that college/school must be consulted. A cognate member cannot be a professional affiliate and cannot be an adjunct professor apart from outside of adjuncts with affiliations to USask through research collaborations (e.g., VIDO). The cognate members should be free of any conflicts of interest with the student and the advisory committee members.

3.2.4. ADVISORY COMMITTEE COMPOSITION

The master's advisory committee consists of at least two members	The Ph.D. advisory committee consists of at least three members
At least one of the supervisor(s) or additional member on the advisory committee must be a regular member of the faculty of CGPS who is an employee of the university.	
1. Supervisor A member of the faculty of the CGPS (adjunct professors included, but cannot be a professional affiliate). The	1. Supervisor A member of the faculty of the CGPS (adjunct professors included, but cannot be a professional affiliate). The



supervisor typically chairs meetings of the advisory committee. Co-supervisor, if applicable Persons who are not members of the faculty of CGPS may be granted permission to be a co-supervisor by the dean, CGPS or designate. Co-supervisors share a vote in decision-making, and thus count as one member.	Supervisor typically chairs meetings of the advisory committee. Co-supervisor, if applicable Persons who are not members of the faculty of CGPS may be granted permission to be a co-supervisor by the dean, CGPS or designate. Co-supervisors share a vote in decision-making, and thus count as one member.
2. Additional Member Must be a regular member of the faculty of CGPS, adjunct professors, professional affiliates or be granted one-time membership by the dean, CGPS or designate. The list of regular faculty, adjuncts, and professional affiliates can be accessed in PAWS.	2. Additional Member Must be a regular member of the faculty of CGPS, adjunct professors, professional affiliates or be granted one-time membership by the dean of CGPS or designate. The list of regular faculty, adjuncts, and professional affiliates can be accessed in PAWS.
	3. Cognate Member Must be a regular member of the faculty of CGPS from a different principal academic unit (department/college/school) than the student and supervisor, and cannot be an adjunct professor (apart from adjuncts from VIDO) or professional affiliate. In cases of non-departmentalized colleges and schools, the cognate member may be from the same college/school as the student and supervisor(s), provided their disciplinary expertise is distinct from that of the supervisor.

The graduate chair, head, dean/executive director (non-departmentalized colleges/schools) or designate is a non-voting *ex officio* member of the advisory committee.

The dean of the CGPS or designate is a non-voting *ex officio* member of the advisory committee.

Ex officio members are not required to attend advisory committee meetings but may be included in these meetings and deliberations at the invitation of the student, supervisor(s), any other member of the advisory committee, or in accordance with the policy and practice of the academic unit.

When one of the proposed members of the advisory committee is not a member of the CGPS graduate faculty, the proposed member's CV and a written rationale as to why the person should be approved to serve on the committee must be provided. Please note this is a one-time approval for that person to serve on a specific advisory committee.

Postgraduate diploma and graduate certificate students do not require an advisory committee. The use and composition of advisory committees for course- and project-based master's degrees is at the discretion of each academic unit.