

 <p>UNIVERSITY OF SASKATCHEWAN College of Graduate and Postdoctoral Studies GRAD.USASK.CA</p>	<p style="text-align: right;">GPS 504 Terms of Reference Awarding Earned Doctorate Degrees Doctor of Literature and Doctor of Science</p>
<p>College of Graduate and Postdoctoral Studies Room 116 Thorvaldson Building 110 Science Place Saskatoon SK CANADA S7N 5C9 Telephone (306) 966-5751 Fax (306) 966-5756 Email grad.studies@usask.ca</p>	<p style="text-align: right;">Approved: June 20, 2019</p>

GPS 504 Awarding Earned Doctorate Degree(s) terms of reference governs both earned doctoral degrees which are described as the Doctor of Science (D.Sc.) and the Doctor of Literature (D.Litt.).

Membership

The **Earned D.Sc. and the Earned D.Litt. Committee** are Standing Sub-Committees of the Executive. New members shall be nominated annually by the Nominations Committee and shall be widely representative of the College and experienced in the supervision of students, and administration of graduate programs. The term of appointment shall be three years. The committee shall be comprised of the following members:

- Three (3) members of Faculty (ideally at the rank of full Professor), from three different departments in which an Earned D.Sc. could appropriately be offered. Committee members will be elected on staggered terms for three years by Faculty;
- Vice-President Research (or designate);
- The Dean, College of Graduate and Postdoctoral Studies, who will Chair the Committee;
- A graduate student in an appropriate program chosen by the Graduate Students' Association; and,
- 2 past award recipients – encouraged but not required.

Responsibilities

The **Earned D.Sc. and the Earned D.Litt. Committee** work independently from each other and have separate membership.

Committee(s) shall:

- work collaboratively with each other to recommend to the Executive policy regarding earned degrees and/or changes in published procedures and criteria for the award;
- To receive or solicit applications/nominations for earned degrees;
- To obtain all necessary information on each candidate;
- To recommend to the Executive Committee where appropriate, that earned degrees be awarded;
- To advise the Dean, Associate Dean and University Secretary on appropriate procedures for the award ceremony at the time of Convocation.

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Statutory Authority

The *University of Saskatchewan Act* gives the University power to grant degrees. The College of Graduate and Postdoctoral Studies approves and presents recipients of the Earned Doctor of Science (D.Sc) and Earned Doctor of Literature (D.Litt.) degrees under the authority from the Act through University Council Bylaws.

The College of Graduate and Postdoctoral Studies have established standing committees for the Earned D.Sc. and Earned D.Litt. These committees are responsible for recommending nominees for these degrees to the Graduate Faculty for approval. The Earned degrees may be conferred at any Convocation provided that the names of such persons shall have been approved by Graduate Faculty.

Principles/Statement of Purpose

For more than a century, the members of the University of Saskatchewan convocation and the faculty members of the university have made impressive contributions to the world of ideas and research. The University wishes to recognize the significant achievements of the pre-eminent members of the University of Saskatchewan academic community. The earned degree recognizes these scholarly and artistic contributions by identifying members of University convocation and/or faculty who have established a national or international reputation in their academic field(s).

These degrees are awarded to outstanding individuals who have made a strong contribution to a cohesive body of knowledge generated over a significant portion of his or her career. **This contribution shall have opened new areas of research or caused others in the field to reexamine or reinterpret their data as a result of the candidate’s research findings and methodology.** The research should be considered exceptional by others able to judge it. The candidate shall have a recognized national and international reputation in his or her field of study.

D.Sc. and D.Litt. nominations are reviewed on an ongoing basis and can be conferred at the convocation of the Committee’s choice.

Guidelines for Eligibility

The degree is open to members of convocation of the University of Saskatchewan and tenured/emeritus faculty members of the University of Saskatchewan.

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Identification of Candidates

Possible candidates may come to the earned degree committees by nomination. Members of the committee may solicit nominations of those they view as worthy candidates.

Nomination Regulations

- Any member of the university community knowledgeable about research and scholarly activities in a particular area may identify and nominate possible candidates to the appropriate earned degree committee;
- Nominators should not be members of the nominee’s family;
- Nominations will take the form of a letter in which the salient reasons for the nomination are presented and must be accompanied by an up-to-date CV;
- Nominators should declare in the nomination the basis for their knowledge of the nominee’s achievements;
- Nominations can include:
 - other indicators of recognition and contributions including publications, scholarly and artistic works, evidence of participation in national and international academic/research committees, grant support or other external support or recognition, particularly if obtained via national or international peer review competitions,
 - letters of support from recognized experts in the candidate’s field of research,
- Individuals who are members of earned degrees committees may sign a nomination and may submit a letter of support, but having done so should declare a conflict of interest when the nomination is considered by the committee, and refrain from voting on the nomination.

Nominations should be addressed to the appropriate earned degree committee in care of the Dean’s Office, College of Graduate and Postdoctoral Studies, University of Saskatchewan.

Internal Review

The Earned Degree Committees will meet as required to review nominations. The Earned Degree Committees will determine whether nominees will go forward for external review.

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External Review

For nominations selected for external review, the nominee will be asked to confirm in writing that they will allow their nomination to stand.

Nominees (who have agreed to stand) will be invited to provide a self-assessment of their most significant publications and accomplishments and any other material directly relevant for consideration for the award of the degree. Where possible, it is recommended that the publications be submitted electronically or digitally.

The candidate's complete file, along with publications, will be sent to at least three qualified reviewers, at least one of which must be outside Canada, who are in a position to provide an expert and objective opinion on whether the candidate meets the standard for the earned degree. These opinions will be an important factor in the final decision of the D.Sc. and D.Litt. Committees.

Decisions

The Earned Degree Committees will consider the reviewers assessment and the materials reviewed to determine whether to:

- Recommend the candidate for approval to the CGPS Graduate Faculty/ Graduate Council for one of the earned degrees; or
- Reject the nomination.

The names of those recommended by the earned degree committees will be submitted to Graduate Faculty for approval. Wherever practical, degrees will be awarded within the year following approval by Graduate Faculty.

Publicizing the Nomination and the Award

The committees will not release the outcome of any individual nomination, except by making a public announcement of the earned degree recipients for a particular Convocation. The names approved by the Graduate Faculty will not be made public until this time.

It is the Dean's responsibility to advise the candidate of a positive decision made by the earned degree committees and Faculty Council, to communicate CGPS recommendations for the award of the D.Sc. and D.Litt. degrees to the University Secretary and to collaborate with the University Secretary in all necessary Convocation arrangements.

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Awarding

Earned degrees can be awarded *in absentia*.

Earned degrees can be awarded posthumously only in the case of the potential recipient’s nomination having been accepted and arrangements made for its awarding prior to the death of the nominee.

The citation for the earned degree is obtained by the College of Graduate and Postdoctoral Studies. The citation should be no longer than 400 words in length. In accordance with Graduate Faculty, “each recipient of an earned degree shall be presented the degree by the Dean or by a person designated for that purpose”.

The gown worn by candidates for the earned degree is the black doctoral robe of the University of Saskatchewan, with green silk lining and white trim. The earned degree hood is green-lined with white trim. The University will make a gift of the earned degree hood to the candidate after the ceremony; the gown will be available on loan but is retained by the University.