



College of Graduate & Postdoctoral Studies
Discussion Background Document re: Draft College Bylaws

- Every college or school is required to have a Faculty Council with purview over the academic affairs of the college.
- Membership in the Faculty Council must be approved by University Council.
- University Council requires every College and School to submit bylaws.
- Currently the policy for CGPS membership and governance is contained within [Sections 18 and 19](#) of the CGPS Policy and Procedure manual. These regulations are not recognized as bylaws by the University Secretary.
- Currently CGPS has two senior governing bodies: Graduate Faculty Council and Graduate and Postdoctoral Council.
- Graduate Faculty Council includes the entire membership of faculty (>1900) and meets once per year to ratify the nominations to various committees and Graduate and Postdoctoral Council. I.
- Graduate and Postdoctoral Council is a representative body with members from all departments/schools/colleges delivering graduate programs. This council meets several times per year and it the body that approves all policies and academic programs for the college.
- There is considerable confusion among our stakeholders regarding the two governing bodies and their relationship to one another.
- As part of the governance review (Strategic Plan Goal 10), a comparative analysis of large research-intensive universities in Canada illustrated a variety of models for governance structures typically with a council similar in composition to Graduate and Postdoctoral Council as the senior governance body.
- To simplify our governance structure, this proposal is to revise Graduate Faculty Council into a representative using the College of Medicine's Faculty Council as a precedent. The new composition will mirror the current Graduate and Postdoctoral council and render the Graduate and Postdoctoral Council superfluous as a separate body.
- At the same time, the proposal is delivered in the form of Bylaws.
- The focus of this stage of governance reform is to simplify our collegial governance structure.
- The proposal retains an annual address by the dean to the full membership.
- The draft bylaws draw upon the current policy regarding faculty membership in the college/privilege to supervise graduate students. A future project will be to review eligibility for membership in the college.

In the future, the membership of the college will be asked to electronically vote to accept the proposed governance changes. Due to the extent of the change, we are not providing a side-by-side comparison with the current policies. Instead, the ultimate motion that will be put to the Faculty Council membership is:

CGPS Graduate Faculty Council rescinds [Section 19](#) of the Policy and Procedure manual and approves the proposed bylaws.

Following approval of the Graduate Faculty Council membership by University Council, the bylaws will be provided to the University Secretary and be posted on the University Council website.

After the preliminary discussion at the May Graduate Faculty Council meeting, a revised draft will be circulated widely, and opportunities provided for discussion and/or written submissions. Revisions to the proposal will be reviewed by the Executive & Coordinating Committee of CGPS Council and further consultation with the Governance Committee of University Council will be completed prior to calling for the vote.

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 CGPS¹

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.

¹ 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 (GPSFC)

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 shall have authority over all matters related to the academic affairs of the College. The Dean reports on behalf of Council to the Graduate Faculty Membership annually in May.

Membership of CGPS Faculty Council

As specified in the 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*

As specified by these bylaws

- (p) The Vice, Associate or Assistant Deans appointed to support graduate studies and research or other delegate of the Dean or Executive Director for the Colleges and Schools;
- (q) The Dean of the University Library or designated Associate Dean, and the Vice Provost Indigenous Engagement as a voting members;
- (r) A representative from each department that delivers graduate programs who is typically the Graduate Chair; For non-departmentalized schools and colleges, or programs delivered at within a college through the college, a director of graduate studies or graduate chair (Eg – MBA Program)
- (s) Graduate Chairs of Interdisciplinary Programs
- (t) Nine (9) Faculty members at large, elected by the Graduate Faculty Membership, and given three-year appointments
- (u) The president and vice-presidents of the Graduate Students' Association.
- (v) Five students elected by the graduate students
- (w) An Indigenous Graduate Student appointed by the GSA or the Dean
- (x) *Two graduate administrators elected by the graduate administrators from all the colleges and schools with graduate programs.*
- (y) One (1) Postdoctoral Fellow; appointed annually
- (z) The chairs of the of the standing committees of CGPS Council

Responsibilities

- To make recommendations to University Council, President, Vice-President (Academic) 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 College of Graduate and Postdoctoral Studies policies;
- To receive reports from the College of Graduate and Postdoctoral Studies 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 shall meet at least typically monthly from Oct to May
- Attendance shall be taken and any member missing two consecutive meetings may be asked by 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 provision to attend virtually
- Voting will be done through electronic poll for virtual meetings *and for hybrid/in person*
- Votes are recorded in the minutes as carried
- Motions are carried by a simple majority of voting members present
- Motions of sustentative 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 EDI
- The slate of committee members are put forward by the nomination committee
- Unless stipulated in the Committee's terms, the chair should be nominated by the nominations committee for a three-year term
- Committee meetings shall be monthly and fall on a regular schedule to be published in March for the following year and those accepting committee nominations must be available for the majority of the meetings

Meetings and Voting

- Typically shall meet monthly from September to May
- 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
- Minutes shall be recorded and accessible to the membership and students through the CGPS intranet (PAWS)
- Any member may request to be named in the minutes
- Meetings will be held virtually or in person with 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 sustentative 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](#)