

Gabriel Dumont College

Selection Committee - Graduate Student Bursary Program

TERMS OF REFERENCE

Purpose:	Each year, the Selection Committee will select and award, to qualified Saskatchewan Métis graduate students, a bursary of \$10,000, or other amount as determined by the Selection Committee, to assist with their full-time studies and research in fields related to Métis people, to a maximum expenditure of \$50,000 per year.
Source and Amount of Funding:	Annual contribution made by Gabriel Dumont College. The bursary fund will distribute a maximum of \$50,000 per annum.
Objectives	<ul style="list-style-type: none">• To review and adjudicate bursary applications in accordance with the policies and procedures established by GDC for the program.• To provide GDC with feedback on issues or concerns regarding the Graduate Student Bursary Program.
Committee Product	Fair and equitable decisions for the distribution of funds for the program.
Composition	<p>The Selection Committee will have five voting members:</p> <ul style="list-style-type: none">• Three from the GDI Board of Governors and two from GDI staff.• Of the five voting members, one will be chosen by the group to serve as the Chair.• At least one member representing each of the three geographic regions of the province: Northern, Central, and Southern.• The committee will have gender equity and not have more than three members from either gender.• A minimum of two members with a graduate degree. <p>The Executive Director of GDI, or designate, is a non-voting, ex-officio member of this committee. A confidential Secretary for the Committee will be provided by GDI to take minutes of the meetings.</p>

Qualifications of Committee Members	<ul style="list-style-type: none"> • Be a Métis person. • Have status in the Métis community. • Be committed to and understand the value of graduate level education for Métis people.
Nomination & Selection of Committee Members	GDI will call for nominations in the Fall (or other appropriate date) of each year. The call will include committee composition, qualifications, and time commitment requirements. The Executive Director of GDI will recommend suitable nominees for approval to the GDI Board of Governors.
Time Commitment	<ul style="list-style-type: none"> • Attendance at adjudication meetings twice a year, April and October. Meetings will be approximately 3 hours in length, not including travel time. • Committee members should review the applications and make notes prior to attending meetings to ensure they are well prepared for any requested applicant interviews and discussion. This preparation time should be approximately two to three hours.
Meeting Location	Saskatoon or Regina.
Term of Committee Members	<ul style="list-style-type: none"> • The initial term will be for the full length of the three year pilot project. Members will then be appointed for terms of three years. • Terms will be staggered to ensure there is continuity and renewal of members. • The maximum length a member may continuously serve is four years. • A member can return after a hiatus of one year. • The terms will begin in January.
Quorum	Quorum shall consist of three voting members.
Attendance	A member missing two meetings will be required to show cause acceptable to the other Committee members, otherwise he/she will be replaced.
Vacancies	The Executive Director of GDI will recommend a suitable candidate for approval to the GDI Board of Governors.

Confidentiality	<ul style="list-style-type: none"> • All information from applications, interviews, and discussions held during Committee meetings will be kept confidential. • Committee members must not reveal results of the selection process to any unauthorized individual prior to its public release date. • Committee members will sign a confidentiality agreement at the start of their term. • Violation may result in termination of membership on the committee.
Conflict of Interest	<ul style="list-style-type: none"> • Committee members must declare any affiliation with a specific applicant and any other potential conflict of interest. • Committee members should avoid situations which are an actual conflict on interest and also those that may be perceived by others as a conflict of interest. • If unsure, the member should discuss the concern of a potential conflict of interest with the Executive Director of GDI. • If there is a conflict of interest, the committee member must remove themselves completely from the discussion and decision concerning the applicant.
Professionalism & Ambassadorship	<p>All Committee members are expected to promote the purpose and objectives of the Graduate Student Bursary Program in a positive and professional manner.</p>
Reimbursement of Expenses & Honoraria	<ul style="list-style-type: none"> • Committee members will be reimbursed for eligible travel and sustenance expenses in accordance with GDI policy. Expense claim forms will be provided to Committee members. • Committee members who are also GDI Board members will receive their regular honorarium.
Reporting	<ul style="list-style-type: none"> • The Executive Director of GDI will ensure that audited financial statements are prepared on a yearly basis for GDC and that the costs of the Graduate Student Bursary Program are reflected in the audit. • The Secretary will ensure that minutes of all committee meetings are kept and made available to the Executive Director of GDI.

<p>Number and Value and Payment of Awards:</p>	<ul style="list-style-type: none"> • The value of each Graduate Student Bursary shall be \$10,000, or other amount as determined by the Selection Committee, for one year of study at a recognized Canadian university. • Graduate Student Bursaries will be awarded each year to a maximum expenditure of \$50,000 to Saskatchewan Métis graduate students selected by the GDC Selection Committee. • The Graduate Student Bursary shall be paid in two equal installments; the first, within 21 days of the decision of the Selection Committee if the student is already engaged in full time graduate studies or within 21 days of program start and official confirmation of enrollment in full time graduate studies being provided, and the second, halfway through the academic year. <p>Note: Applicants are eligible for a maximum of two awards, which may be consecutive years or non-consecutive years.</p>
<p>Selection Criteria:</p>	<p>The following criteria will be considered by Committee members in awarding bursaries:</p> <ol style="list-style-type: none"> 1. Academic achievement and ability to successfully complete graduate studies. 2. Financial need. 3. Service (past and/or projected) to Saskatchewan Métis community. 4. Expected benefit the graduate work undertaken by the applicant will provide to GDI and/or the Saskatchewan Métis community. 5. That graduate work which produces a thesis or a project receive priority over course-based Master's programs and that applicants in course-based programs demonstrate how their studies will provide contributions and benefits to the Métis community and how their research and course work will be made available to the Métis community
<p>Selection Process</p>	<p>Committee members will receive the package of applications to be considered at the meetings in April and October a minimum of 5 days prior to the meeting.</p> <p>Applicants may be requested to attend an interview at</p>

	<p>the discretion of the Selection Committee.</p> <p>Committee members will assess the applicants according to the established selection criteria and decide who the successful applicants are. Committee members will aim for a consensus model in reaching their decisions.</p>
<p>GDI Board Requirements of Bursary Recipients</p>	<p>Bursary recipients are required to provide two reports:</p> <ol style="list-style-type: none"> 1. Prior to receiving the second installment of their bursary, a 5-7 page report (outlining work completed to date, available marks, and anticipated work to be completed in the remainder of the year) signed off by their project or thesis supervisor, must be submitted to the Executive Director of GDI. 2. At the end of the academic year, a 5-7 page report (outlining work completed during the remainder of the academic year, marks, and anticipated work and timeframe to complete the graduate program) signed off by their project or thesis supervisor, must be submitted to the Executive Director of GDI. <p>Bursary recipients are also required to:</p> <ol style="list-style-type: none"> 3. Grant permission to GDI to publicize their name, value of bursary award, and a description or excerpt of their graduate work in various media. <p>Bursary recipients may also be asked to:</p> <ol style="list-style-type: none"> 4. Provide a presentation describing their graduate work and accomplishments to the GDI Board of Governors and/or to the Métis community at large. If so, this will be scheduled by the Executive Director of GDI. 5. Submit their completed thesis or project to GDI for inclusion in the library.