

## **Procedure for Approving Academic Faculty as Graduate Student Supervisors**

### **SHORT DESCRIPTION:**

#### **For New Tenure-track Faculty**

Apply for approval with a FoM graduate program. You need to write to the Program Director (by way of the Graduate Program Coordinator) of the program you wish to be affiliated with to ask if you can be considered as faculty in that program (indicating what faculty-stream you are in). For administrative contacts for all FoM graduate programs, visit: <http://grad-postdoc.med.ubc.ca/about/contacts/>

Note: there are several types of graduate programs within the FoM (some departments run their own graduate program, others do not). Some departmental graduate programs only accept supervisors who are appointed in that department, while others will grant supervisor privileges to non-departmental members (e.g. Experimental Medicine). Other programs are interdisciplinary and are not affiliated with a particular department (e.g. Cell & Developmental Biology, Interdisciplinary Oncology, and Neuroscience).

The program may require a CV and letter summarizing why you want to join that program. A committee within each program is designated to approve supervisory privileges. Once that committee approves and decides what level of supervision to grant (master's, doctoral, co-supervision only, etc.) they will forward this approval (via the Graduate Supervisory Privileges Approval Form) to UBC's Graduate and Postdoctoral Studies (G+PS) for their records. Programs have to ensure that faculty members get added to their Calendar entry.

#### **For Partner-track Faculty**

The approval procedure is the same as tenure track faculty (see above).

The only difference is that partner track faculty are not UBC employees and are therefore not eligible to become [members](#) of UBC Graduate Studies.

For information on how to obtain approval to supervise in another faculty other than Medicine without prior GPS approval, visit: [https://www.grad.ubc.ca/sites/default/files/forms/non-gps\\_member\\_for\\_supervision.pdf](https://www.grad.ubc.ca/sites/default/files/forms/non-gps_member_for_supervision.pdf)

#### **For Clinical Faculty**

The Faculty of Medicine approval procedure is the same as tenure track faculty (see above).

However, supervisory privileges need final approval through G+PS and are temporary only. Faculty members will need to reapply in the future. Programs must recommend Clinical faculty to G+PS for supervisory privileges using the procedures at the following links:

For permission to supervise or co-supervise:

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision-graduate-students-non-members-faculty-graduate>

For permission to join doctoral supervisory committee:

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory>

## FULL DESCRIPTION:

### 1. BACKGROUND

UBC [Senate policy](#) stipulates that members of the Faculty of Graduate and Postdoctoral Studies (G+PS) may supervise graduate students, chair examining committees, and vote at Faculty general meetings. It states that faculty members 'must be approved by their disciplinary faculty' for membership in G+PS, and that supervision privileges for faculty or individuals other than those on tenure track need to be approved in addition by G+PS.

Three issues have brought the Faculty of Medicine and G+PS to a conversation around this policy and the general procedures for granting supervision privileges:

- The first is the development of partner appointments. Faculty appointed through the partner-track are not employees of the university, and are not considered tenure-track according to the definition of the above Senate policy. However, they are held to the same academic expectations as those in the tenure-stream, and are expected to contribute to the University according to established responsibilities in teaching, research, and service, depending on the appointed rank. Because they are not tenure-stream, they are not eligible to become members of G+PS, but are eligible for full graduate supervision privileges. Currently, therefore, they need separate approval by G+PS to supervise students. This was considered problematic as this extra requirement differentiates them from individuals who have the same qualifications, responsibilities and expectations.
- An additional issue in Medicine is that of the diversity of faculty members' academic backgrounds and employment terms. Both of these may in theory be considerations in the granting of supervision privileges. It is the Faculty of Medicine's responsibility to approve membership in G+PS for tenure-stream faculty, however that responsibility has been delegated to graduate programs. There is currently no standardized approach to that assessment, either with regards to process or criteria, and there are no standardized policies or processes for stipulating potential conditions around supervision.
- Medicine has a significant number of interdisciplinary programs drawing faculty supervisors from departments with no graduate programs. In these cases (and in departmental programs as well), the decision to grant membership in G+PS often resides with a single individual – the graduate program director. This can place that individual in a difficult position, and could result in inconsistencies or pressured decisions around an outcome that is so important to all concerned.

Both the faculties of Medicine and G+PS are interested in introducing processes to address the above that are consistent, transparent, and promote the right accountability around designating

graduate supervisors to allow the best interests of students, faculty, and the University to be well served.

In the discussions between Medicine and G+PS, it was agreed that processes should be put in place across all programs in Medicine to ensure consistency and rigour in the decisions around graduate supervision privileges for all faculty members. If these are in place, then G+PS has agreed to delegate the authority to graduate programs to grant supervision privileges to partner appointees. The process applies to decisions regarding sole or co-supervision of master's and doctoral students, membership on doctoral supervisory committees, and eligibility to serve as university examiners on the final doctoral examination.

The process applies to tenure track, grant tenure and partner track appointed faculty. Clinical faculty stream and others outside the tenure and partner streams will still require G+PS approval (as has been the case in the past).

## **2. Committee**

All decisions regarding granting of supervisory privileges to academic faculty members as outlined above will be made by a committee. Generally, the graduate program director will chair the committee, and it will be composed of at least three tenured faculty. The committee may be the same as the graduate program advisory committee if already in place.

## **3. Assessment Standards and Decisions**

The committee will review the candidate's curriculum vitae, including an outline of his/her experience in graduate education and appointment conditions (e.g., employer, % FTE clinical responsibilities, and term, if applicable), and use the standards of G+PS in making its judgment.

Decisions regarding full or co-supervision privileges should be based on the following criteria:

- *Appropriate academic background and experience in graduate education.* Candidates who hold PhD degrees and who meet the additional criteria below are normally granted full supervisory privileges. Some programs may require additional experience in graduate education (e.g., service on supervisory or examining committees, or co-supervision) or professional development (e.g., a G+PS workshop on graduate supervision) before granting sole supervision privileges. Candidates without a PhD, and who meet the additional criteria below, will normally be granted co-supervisory privileges initially; an experienced faculty member will be required to serve as the other co-supervisor for their first doctoral student. Thereafter this requirement would not usually apply.
- *Productive research program relevant to graduate education.* The candidate should have a substantial research track record and a suitable level and duration of funding to support graduate student research activities.

- *Appropriate time commitment.* The candidate should be able to commit an appropriate amount of time for graduate student supervision and active participation in the educational activities of the graduate program.

Candidates who are granted full supervision privileges will normally also be approved to serve on supervisory and examining committees, and to chair examining committees. For others, decisions regarding service on master's and doctoral examining committees and doctoral supervisory committees should be based on their expertise and track record relevant to students' research projects.

In addition to ensuring that relevant disciplinary expertise is represented on students' committees, it is important to ensure such committees have a majority of members experienced in the graduate education process.

#### **4. Communication**

Upon the committee's recommendation, the program director sends the faculty member a letter outlining the privileges granted, any associated conditions (such as initial co-supervision), and associated duties. The faculty member is reminded of expectations regarding:

- *Bullying/harassment.* All UBC faculty are required to take the online [course](#) on bullying and harassment.
- *Responsible conduct of research:* It is recommended that all faculty participate at least once as a facilitator in the 'Responsible conduct of research' course required of biomedical graduate students in Faculty of Medicine.
- *Mentor obligations, including provision of minimum stipend if applicable.* G+PS outlines major supervision responsibilities [here](#). Programs are strongly encouraged to have official documents discussed and signed by each student and supervisor outlining mutual expectations and working conditions. Such a document is required by UBC Policy 85 (Scholarly Integrity). A template is provided [here](#).

The names of approved faculty members and associated privileges are communicated to G+PS when processed. An annual request for an updated list of those with supervisory privileges will also be made by the Faculty of Medicine Dean's Office, and will be added to the UBC calendar listings for each graduate program.

#### **5. Review**

It is essential that any concerns about ongoing supervisory practice are addressed as they arise. These may include student complaints, or patterns of excessive times to completion, high attrition, inadequate funding, or poor performance at thesis examinations. Assistance with the handling of

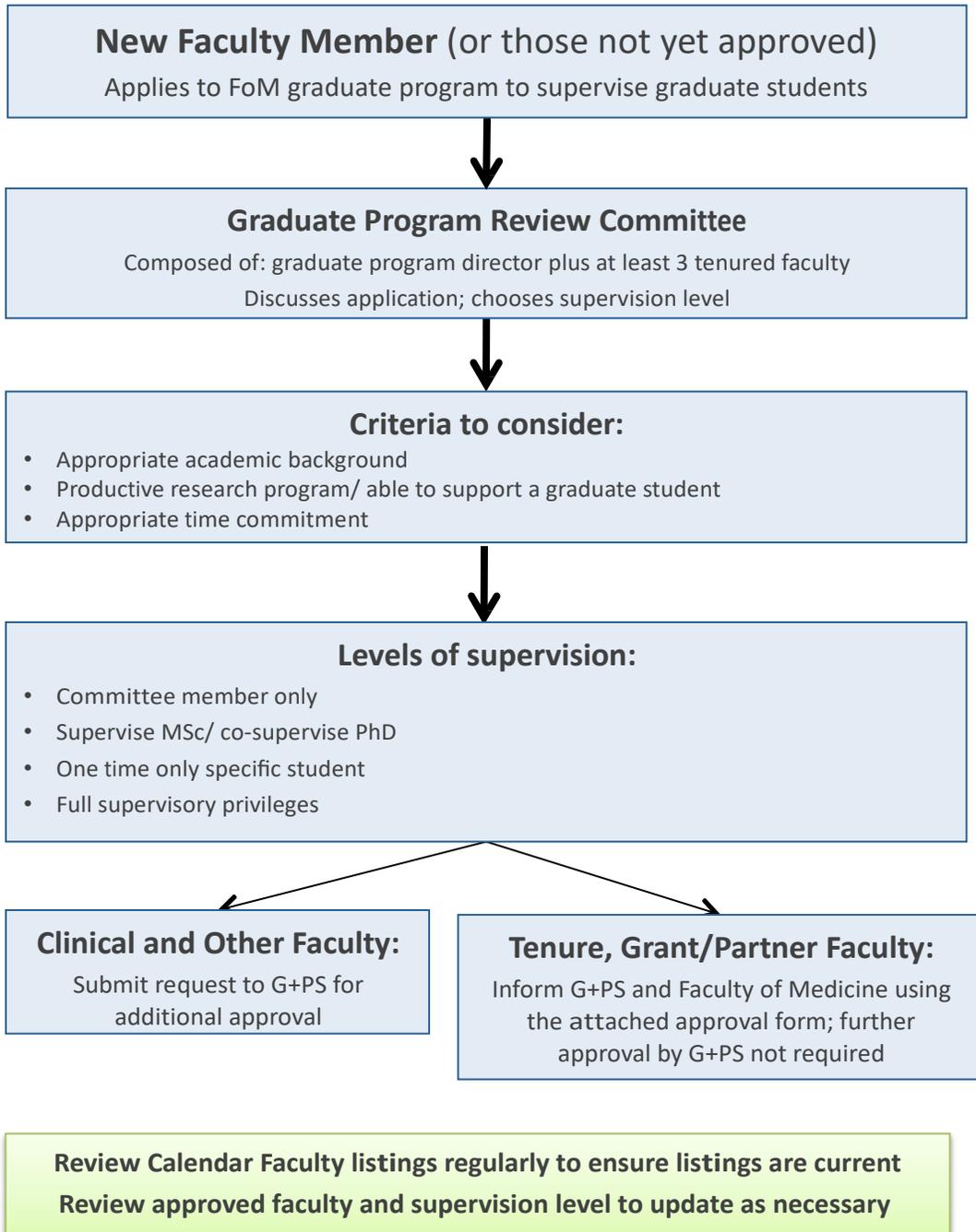
these concerns is available from the G+PS Dean's Office. Programs are encouraged to articulate high expectations for graduate supervision and to inculcate a culture of excellence in that realm.

## **6. Documentation**

Graduate programs are asked to submit written confirmation to the Faculty of Medicine Dean's Office once the above processes for approval of supervisory privileges are in place.

# Approval Process for graduate student supervision within the UBC Faculty of Medicine

FoM faculty are only approved for supervision by a FoM graduate program



## Summary of Faculty of Medicine main appointment types and process for approval for graduate supervisory privileges

|  | Research Tenure stream                              | Grant tenure stream                                 | Partner   | Clinical  | Professorial Term Appointment With Review           | Professorial Term Appointment Without Review        |
|--|---|---|---|---|---|---|
| <b>Ranks</b>                                       | Assistant Professor, Associate Professor, Professor | Assistant Professor, Associate Professor, Professor | Assistant Professor, Associate Professor, Professor | Clinical Asst. Professor, Clinical Assoc. Professor, Clinical Professor | Assistant Professor, Associate Professor, Professor | Assistant Professor, Associate Professor, Professor |
| <b>UBC employee?</b>                               | Yes   | Yes   | No  | No  | Yes   | Yes   |
| <b>Eligible for tenure?</b>                        | Yes   | Yes (subject to salary)                             | No  | No  | No, but eligible for tenured position               | No  |
| <b>Promotion criteria</b>                          | Research stream (teaching, research, service)       | Research stream (teaching, research, service)       | Research stream (teaching, research, service)       | Clinical stream (clinical leadership, teaching)                         | Research stream (teaching, research, service)       | N/A   |
| <b>Review of promotion by UBC SAC</b>              | Yes   | Yes   | No  | No  | Yes, if tenured position sought/available           | N/A   |
| <b>Appointment governance</b>                      | FA Collective Agreement                             | FA Collective Agreement                             | Policy 42   | Policy 42 & Clinical Faculty Policy                                     | FA Collective Agreement                             | Policy 42 & FA Collective Agreement                 |
| <b>Member of the Faculty of G+PS</b>               | Yes   | Yes   | Not eligible  | Not eligible  | Not eligible  | Not eligible  |
| <b>Approval of graduate supervisory privileges</b> | Through academic unit committee process             | Through academic unit committee process             | Through academic unit committee process             | Through G+PS (after program approval)                                   | Through G+PS (after program approval)               | Through G+PS (after program approval)               |

**The following individuals also require the approval of G+PS for any supervisory privileges:** adjunct faculty, professors of teaching, senior instructors, honorary faculty, visiting faculty, UBCO faculty, faculty members from other universities, and all on-campus or off-campus professionals who are academically qualified to advise graduate students.

## Faculty of Medicine: Graduate Supervisory Privileges Approval Form

Graduate Program: \_\_\_\_\_

Name of Approval Committee: \_\_\_\_\_

Date of Committee Meeting: \_\_\_\_\_

Please submit this form to UBC Graduate + Postdoctoral Studies Contact: Max Read at [max.read@ubc.ca](mailto:max.read@ubc.ca)

| Name                      | Rank           | Stream  | Level   | Supervisory privileges |               |                 |                   |  |
|---------------------------|----------------|---------|---------|------------------------|---------------|-----------------|-------------------|--|
|                           |                |         |         | Supervisory committee  | Co-supervisor | Sole supervisor | For any students? | If not for all students, please list student names & numbers |
| <b>Example: Ann Smith</b> | Assistant Prof | Partner | Masters | ✓                      | ✓             | ✓               | Yes               |  |
|                           |                |         | PhD     | ✓                      | ✓             |                 | No                | Jane Doe, 121212121  |
|                           |                |         | Masters |                        |               |                 |                   |  |
|                           |                |         | PhD     |                        |               |                 |                   |  |
|                           |                |         | Masters |                        |               |                 |                   |  |
|                           |                |         | PhD     |                        |               |                 |                   |  |
|                           |                |         | Masters |                        |               |                 |                   |  |
|                           |                |         | PhD     |                        |               |                 |                   |  |
|                           |                |         | Masters |                        |               |                 |                   |  |
|                           |                |         | PhD     |                        |               |                 |                   |  |
|                           |                |         | Masters |                        |               |                 |                   |  |
|                           |                |         | PhD     |                        |               |                 |                   |  |
|                           |                |         | Masters |                        |               |                 |                   |  |
|                           |                |         | PhD     |                        |               |                 |                   |  |