Supervisory Policy in the
Department of Computer Science

All professorial rank faculty members are encouraged to supervise graduate students. Performance as a supervisor is considered in decisions concerning merit increments, promotion and tenure. Competent supervision of our graduate students is essential to the successful operation of our graduate program. The Department Head and Graduate Coordinator, along with senior faculty members, will collaborate to provide mentoring to new faculty members who supervise graduate students.

Decisions regarding supervision will be governed by the following guidelines:

Criteria for Approval to Supervise

To apply for supervisory status a faculty member must submit a curriculum vitae to the Department Head who, in turn, forwards it with a recommendation to the Associate Dean, Faculty of Graduate Studies.

To be approved unconditionally as a supervisor of both Master's and Doctoral students a faculty member should:

• hold a Ph.D. degree (or equivalent);
• have demonstrated competence in research through an appropriate publication record;
• provide an appropriate research environment for students and be able to dedicate the necessary time to graduate education.

To be approved as a supervisor of Doctoral students a faculty member must have successfully supervised a graduate student at the University of Calgary or elsewhere before being approved to supervise doctoral students.

Faculty members who do not hold full-time appointments in the Department of Computer Science are normally limited to co-supervisory roles, unless the Graduate Coordinator and Department Head deem the necessary competencies are not available within the department.

Criteria for Approval of Supervisory Load

The maximum number of students that may be supervised at any one time by a particular supervisor is the responsibility of the Graduate Coordinator, in conjunction with the Graduate Affairs Committee, and ultimately the responsibility of the Department Head. No numbers are mandated but an upper limit may be imposed. Where a

1 For these purposes, faculty member implies an individual holding a full-time academic appointment in the professorial ranks in the Department of Computer Science and reporting to the Head of the Department of Computer Science. Senior Instructors and other University appointees, adjunct faculty, or those with emeritus status are not precluded, but an appropriate case needs to be made to the Associate Dean. Appointees at the rank of instructor are not normally eligible.

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supervisory load is being restricted, the academic Department Head should be consulted, and an appeals process must be made available. Any individual limits should be reviewed yearly upon request from the supervisor.

Factors taken into account when determining the maximum supervisory load will include:

- previous supervisory experience and success (number of students graduated, time to completion, number of transfers/withdrawals, students' performance in candidacy examinations, continuing academic performance of students under supervision etc.)
- experience with graduate education (graduate teaching, co-supervision, membership on supervisory/examination committees etc.). It is an important responsibility of the Graduate Coordinator to help new faculty members acquire such experience.
- the numbers of Master's versus Doctoral students under supervision.
- the number of thesis versus course-based students under supervision.
- the number of full-time versus part-time students under supervision.
- other academic responsibilities (administrative etc.), especially where these duties are onerous.
- the availability of ongoing research/student funding.

Where a faculty member supervises students in more than one graduate program, the total number of students supervised should be considered and other Graduate Coordinators consulted.

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