

Graduate Supervisory Privileges, Procedure for the Formal Evaluation of

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<p>Approval Authority General Faculties Council</p>	
<p>Implementation Authority Dean and Vice-Provost (Graduate Studies)</p>	
<p>Effective Date July 1, 2015</p>	
<p>Last Revision February 14, 2019</p>	

- 1 Purpose** The purpose of this procedure is to outline the process for the Formal Evaluation of Supervisory Privileges as established in 4.12 and 4.13 of the Graduate Supervision Policy.
- 2 Scope** This procedure applies to Academic Staff Members who hold Supervisory Privileges. For clarity, the procedure applies to the formal evaluation of Supervisory Privileges for all Academic Staff Members whether the Academic Staff Member is serving as a Supervisor, Co-Supervisor, or is not currently supervising any Graduate Students at the time of the formal evaluation.
- 3 Definitions** In this procedure:
- a) “Academic Staff Member” means an individual who is engaged to work for the University and is identified as an academic staff member under Article 1 of the Collective Agreement.
 - b) “Administrative Delegate” means the Department Head or Associate Dean delegated to act on behalf of the Dean of the Faculty.
 - c) “Collective Agreement” means the collective agreement between The Faculty Association of the University of Calgary and the Governors of the University of Calgary in effect at the relevant time.
 - d) “Co-Supervisor” means an individual who is named as Co-Supervisor and serves as a second Supervisor of a Graduate Student.
 - e) “Graduate Program Director” means the Academic Staff Member appointed by a dean or department head to administer a graduate program.
 - f) “Graduate Student” means a student registered in the Faculty of Graduate Studies.

- g) “Supervisor” means a qualified individual, who is normally an Academic Staff Member, who serves as the primary mentor to a Graduate Student, oversees the Graduate Student’s academic progress, and serves as chair of the Graduate Student’s supervisory committee, where applicable.
- h) “Supervisory Privileges” means the privilege granted to a qualified individual to supervise masters and/or doctoral students within the parameters of a program's supervisory policy.
- i) “University” means the University of Calgary.

4 Procedure

Initiation

- 4.1** A formal evaluation of Supervisory Privileges may occur as a result of the five year renewal review or at any time in response to concerns, as set out in sections 4.16 and 4.17 of the Graduate Supervision Policy.
- 4.2** A formal evaluation of Supervisory Privileges will be initiated by the Dean of the Faculty in which the Supervisor holds their primary appointment.
- 4.3** The Dean who initiates the formal evaluation will appoint an Administrative Delegate to conduct the evaluation.
- 4.4** The Dean who initiates the formal evaluation will notify the Supervisor that:
 - a) a Formal Evaluation has been initiated; and
 - b) the Supervisor has the right to seek the assistance of the University of Calgary Faculty Association.

This notification initiates the process.

Process for Formal Evaluation

- 4.5** Once the Dean has notified the Supervisor that a formal evaluation has been initiated, the Administrative Delegate will:
 - a) schedule a formal evaluation meeting no sooner than three weeks after the notification was sent to the Supervisor;
 - b) collect relevant information and solicit feedback from relevant individuals such as current and/or former Graduate Students, Graduate Program Directors and Supervisory Committee Members;
 - c) provide the Supervisor with a summary of this feedback at least one week prior to the formal evaluation meeting;
 - d) hold the formal evaluation meeting to review the supervisory record and feedback collected with the Supervisor;
 - e) within 10 working days after the formal evaluation meeting, submit a written report to the Dean of Graduate Studies, copied to the Supervisor and the Dean who initiated the formal evaluation.
- 4.6** The written report will include one of the following recommendations:
 - a) renewal of full Supervisory Privileges for an additional five year term;
 - b) conditional renewal with restrictions of Supervisory Privileges;
 - c) renewal being contingent on completion of supervisory development activities;
 - or
 - d) no renewal of Supervisory Privileges

- 4.7 The Supervisor will be given three weeks, from the delivery of the written report to the Supervisor, to review the recommendation and respond in writing to the Dean of Graduate Studies.
- 4.8 Six weeks after receiving the written report from the Administrative Delegate, the Dean of Graduate Studies will determine whether Supervisory Privileges will be renewed, limited or removed. This will be communicated to the Supervisor, Administrative Delegate and Dean who initiated the process, in writing.

Outcome

- 4.9 Decisions that restrict or remove an Academic Staff Member’s Supervisory Privileges as a result of the formal evaluation as set out in 4.5 will result in the imposition of appropriate discipline pursuant to Article 20 of the Collective Agreement.
- 4.10 Copies of the Administrative Delegate’s written report, the Supervisor’s response, and the written decision of the Dean of Graduate Studies will be removed from the Academic Staff Member’s file a five year period of continuous service has elapsed, or such shorter period as the Provost and Vice-President (Academic) may determine, provided that the Academic Staff Member’s file does not contain any further record of disciplinary action or any further limitations or conditions on the Academic Staff Member’s Supervisory Privileges during such period.
- 4.11 Decisions of limitations, conditional renewal or no renewal will be reviewed annually by the Dean of Graduate Studies.
- 4.12 In circumstances where Supervisory Privileges are limited or not renewed, the Dean of Graduate Studies will determine whether the Supervisor will continue to supervise Graduate Students already assigned to them.

5 Parent Policy [Graduate Student Supervision Policy](#)

6 Related Guidelines/Forms [Application for Renewal of Supervisory Privileges](#)

7 Related Information [Best Practices for Supervisors](#)

8 History

February 12, 2015	Approved.
July 1, 2015	Effective.
February 14, 2019	Revised.
January 1, 2020	Editorial Revision. Updated format and links.