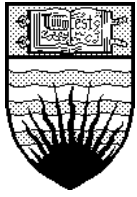


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY: O-9

OKANAGAN SENATE
c/o Enrolment Services
University Centre
UBC Okanagan Campus

Title & Number:

O-9: Graduate Student Supervision and Membership in the College of Graduate Studies

Effective/Implementation Date:

January 1, 2019

Approval Date:

November 22, 2018

Review Date:

This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the *Responsible Committee*.

Responsible Committee(s):

Senate Academic Policy Committee

Authority:

University Act

S. 40

“A faculty has the following powers and duties:

(c) subject to this Act and to the approval of the senate, to make rules for the government, direction and management of the faculty and its affairs and business.”

S. 41

“A general rule made by a faculty is not effective or enforceable until a copy has been sent to the senate and the senate has given its approval.”

Purpose and Goals:

This policy is designed to:

- 1) Set out regulations for the eligibility for and granting, review, renewal, limitation, and removal of *supervisory privileges*.
- 2) Set out regulations for membership in the *College of Graduate Studies*.

Applicability:

This policy is applicable to all individuals eligible for graduate student *supervisory privileges* as set out in the policy.

Exclusions:

This policy does not apply to the supervision of undergraduate student research.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *College of Graduate Studies (or the College)* shall mean the coordinating body for graduate education at UBC Okanagan established by the Senate and Board.
- *Graduate Council* shall mean the governance body established for the government, direction, and management of the *College of Graduate Studies* and its affairs and business.
- *Graduate program coordinator* shall mean the individual appointed by a Dean or Department Head to administer a graduate program, or equivalent.
- *Graduate student* shall mean a student registered in a Master's or Doctoral program at the Okanagan Campus.
- *Supervisor* shall mean an eligible individual who serves as the primary academic mentor to a graduate student, with emphasis on guidance, instruction, and encouragement of scholarship and research. The supervisor oversees the graduate student's academic progress and serves as chair of the graduate student's supervisory committee, where applicable.
- *Co-Supervisor* shall mean an eligible individual who is named as co-supervisor and serves as the secondary supervisor of the graduate student.
- *Supervisory privileges* shall mean the privilege granted to a qualified individual to supervise masters and/or doctoral students within the parameters of this policy and, the *College of Graduate Studies*, and within the parameters of a graduate program's supervisory policy.

Policy:

Faculty Membership in the College of Graduate Studies

- 1) The *College of Graduate Studies* consists of the President, the Deputy Vice-Chancellor, the Provost, the Vice-Principal Research, the Dean of the *College of Graduate Studies*, Deans of Faculties, and appropriately

qualified members of the faculty from *UBC Okanagan* as set out in this policy.

- 2) Members of the *College of Graduate Studies* are tenured or tenure track (including grant tenured or grant tenure track) faculty members holding the rank of assistant professor, associate professor, or professor.
- 3) Members of the *College of Graduate Studies* may continue as members upon retirement, provided they are approved by the Dean of the *College of Graduate Studies*, upon the recommendation of their Department Head, Director or Dean.
- 4) Persons holding the following ranks are not eligible for membership in the *College of Graduate Studies*: Adjunct Professors, Honorary Professors, Visiting Professors, Professors of Teaching, Senior Instructors, Instructors, Lecturers, Acting Assistant Professors, Assistant Professors without review, Clinical Associate professor without review, UBC Vancouver professors.

Supervisory Privileges

- 5) Members in good standing of the *College of Graduate Studies* may supervise *graduate students*, serve on *graduate student* supervisory committees, and chair examining committees.
- 6) UBC Okanagan *faculty members* who are not members of the *College*, or other appropriately qualified UBC Okanagan individuals (e.g., clinical professors, adjunct professors, professors emeriti, professors of teaching, instructors or visiting professors) who are actively engaged in research may be approved by the Dean of the *College of Graduate Studies*, upon the recommendation of their Department Head, Director or Dean, in consultation with the *graduate program coordinator*, to hold *supervisory privileges* and serve on supervisory committees. These individuals are not members of the *College of Graduate Studies* and permission must be sought each time they serve on a new supervisory committee.
- 7) Members in good standing of the Faculty of Graduate and Postdoctoral Studies from the UBC Vancouver campus may *co-supervise* UBC Okanagan master's and doctoral students and/or serve on master's and doctoral student supervisory committees without requiring approval from the *College of Graduate Studies*. Approval for UBC-V faculty in these roles is the responsibility of the graduate program concerned.
- 8) Members of the Faculty of Graduate and Postdoctoral Studies from the UBC Vancouver campus are not members of the *College of Graduate Studies*.

- 9) Qualified individuals from outside UBC may serve on a supervisory committee or as a *co-supervisor* for a particular student on the recommendation of the *graduate program coordinator* and the approval of the Dean of the *College of Graduate Studies*.
- 10) Any faculty member new to UBC who is eligible to supervise must acquaint themselves with UBC supervisory policies, procedures, and best practices.

Review, Limitation, and Removal of Supervisory Privileges

- 11) Informal reviews, or ‘issue/conflict resolution’ shall be undertaken by the *Graduate Program Coordinator* when concerns are raised either by the *graduate student(s)* or by the *supervisor*. Such concerns may include, but are not limited to:
 - a. lack of effective communication;
 - b. the absence of regular supervisory meetings;
 - c. a sustained pattern of disrupted or unsuccessful supervisory relationships;
 - d. expectations around the quality and amount of work required; differences around funding levels; and/or,
 - e. respectful work environment issues.

If the *Graduate Program Coordinator* is unable to resolve the concerns, the coordinator should next consult with the Department Head or equivalent. If it is the case that the Department Head is the *supervisor* in question, then the Faculty Dean should be consulted. If the Department Head or Faculty Dean is unable to resolve the concerns, then the *Dean of the College of Graduate Studies* shall be consulted to resolve the concerns.

- 12) Serious concerns raised to Faculty Deans or the Dean of the *College of Graduate Studies* about the effectiveness of a faculty member’s supervision of *graduate students* will result in a formal review of supervisory privileges. Serious concerns may include, but are not limited to:
 - a. Inattentive or poor graduate supervision; and/or,
 - b. Violations of the bounds of appropriate conduct between a faculty member and student such as:
 - i. Allowing conflict of interest to develop between the student and the faculty member;
 - ii. Placing inappropriate demands upon a student; and/or
 - iii. Failing to follow principles of scholarly integrity with respect to the research and work of students.

- 13) The formal review of supervisory privileges will be conducted by the Dean of the *College* in consultation with the appropriate Faculty Dean.
- 14) Upon a formal review, the Dean of the *College of Graduate Studies* can set or remove limitations on a faculty member's supervisory privileges in consultation with the appropriate Dean or designate.
- 15) Removal of supervisory privileges by the Dean of the *College of Graduate Studies* should occur only in exceptional circumstances, or when remedial or mentoring efforts have not changed the pattern or concerns that initiated the formal review.
- 16) Should a faculty member's supervisory privileges be removed, the Dean of the *College of Graduate Studies* will set a timeline for consideration of renewal in consultation with the appropriate Faculty Dean.
- 17) Removal of a faculty member's supervisory privileges does not result in a loss of membership in the *College of Graduate Studies*. However, removal or limitation of supervisory privileges means that one is not a member in good standing of the *College of Graduate Studies*.

Continuity of Supervision

- 18) In agreeing to supervise a *graduate student*, an individual is committing to supervising that *graduate student* through to timely completion of their degree (refer to [Duration of Program under Academic Regulations](#)) or withdrawal from the graduate program.
- 19) If, for any reason, the *supervisor* is unable to continue supervising a master's or doctoral student for a temporary period (e.g., sabbatical, leave of absence), the supervisor, the graduate program coordinator, and the graduate program must arrange for temporary alternative supervision. A supervisor should provide notice of planned temporary absence to the graduate program coordinator and the student at least four months prior to their absence in order for appropriate alternative supervision to be arranged.
- 20) If a *supervisor* is permanently leaving the University, the supervisor, the *graduate program coordinator*, and the graduate program must arrange for alternative supervision. A *supervisor* should provide notice of departure to the *graduate program coordinator* at least four months prior to their departure in order for appropriate alternative supervision to be arranged. The *supervisor* may continue as *co-supervisor* after they leave the University if they are able and willing to do so, pending *College of Graduate Studies'* approval.

- 21) Under exceptional circumstances, a *supervisor* or *graduate student* may request permission from the Dean of the *College of Graduate Studies* to discontinue the supervisory relationship.
- 22) If, despite best efforts, alternative supervision cannot be found, the student will be required to withdraw from the graduate program.

Responsibilities

- 23) The *Graduate Council* shall establish and revise procedures under this policy for the administration of membership in the *College of Graduate Studies*, including procedures for appealing a faculty recommendation to place limitations on supervisory privileges and procedures for appealing removal of supervisory privileges.

Calendar Statement(s):

There is no Calendar statement associated with this policy.

Consultations:

The following groups have been consulted during the development of this policy:

Graduate Council, Associate Deans Research and Graduate Studies, Graduate Student Advisory Council

History:

This is the first version of this policy; however, provisions concerning membership in the *College of Graduate Studies* accompanied previous versions of *Policy O-4.2: Governance of the College of Graduate Studies* in procedures.

Related Policies:

- Senate Policy *O-4.2: Governance of the College of Graduate Studies*
<link forthcoming>
- [**Board of Governors Policy #85 – Scholarly Integrity**](#)
- [**Board of Governors Policy #87 - Research**](#)
- [**Board of Governors Policy #131 – Sexual Assault and other Sexual Misconduct**](#)

Appendix/Appendices:

N/A