



SENATE POLICY: O-4 Procedures

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

Procedures:

Procedures for the Administration of Membership in the *College*

- 1) Graduate programs have the primary responsibility for defining their specific criteria for membership in the *College of Graduate Studies*, provided they are approved by their Faculty, and are in agreement with the general criteria set by the *College of Graduate Studies*. These criteria are in addition to those of the *College of Graduate Studies*.
- 2) On an annual basis, each graduate program, in consultation with its Faculty will review and update a list of individuals provided by the *College of Graduate Studies* comprised of: (1) faculty who meet the criteria for membership in the *College of Graduate Studies* and (2) those other individuals (e.g. clinical professors, adjunct professors, senior instructors or visiting professors) who are approved to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees by the *College of Graduate Studies*. Each graduate program, in consultation with their Faculty will also determine: (1) whether any new faculty members should be added, (2) whether any members should be deleted because of death, resignation, illness, no longer fulfilling criteria for membership, etc.
- 3) Graduate programs may recommend other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors or visiting professors) who do not meet the criteria for membership in the *College of Graduate Studies* to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees, to the *College of Graduate Studies* for approval, providing the faculty member meets the relevant criteria and is approved by the Faculty.
- 4) The *College of Graduate Studies* may review the lists of members submitted by the Faculties to determine whether the membership lists are consistent with membership criteria. Upon request the graduate program will supply the *College of Graduate Studies* with evidence that a particular appointment is consistent with the criteria.
- 5) Where there is a complaint that a faculty member is not satisfactorily performing his or her duties and obligations as a member of the *College of Graduate Studies*, the Head or Director through their Dean, in agreement with

the Dean of the *College of Graduate Studies*, or the Dean of the *College of Graduate Studies*, in agreement with the Faculty Dean, may initiate an inquiry and take appropriate action including recommending to the President that the individual's membership in the *College of Graduate Studies* be suspended or cancelled. Unsatisfactory performance includes, but is not limited to, inattentive or poor graduate student supervision as well as violations of the bounds of appropriate conduct between a faculty member and student such as:

- allowing a conflict of interest to develop between the interests of the student and the interests of the faculty member,
- placing inappropriate demands upon a student, or
- failing to follow principles of scholarly integrity with respect to the research and work of students.

A faculty member has the right to appeal a decision regarding his or her membership in the *College of Graduate Studies* under the grievance and arbitration procedures set out in Article 21 (Grievance and Arbitration under Agreements) of the Framework Collective Agreement between *UBC* and the Faculty Association of *UBC*.