



### UBC Proposal Form

<p><b>Faculty: Faculty of Graduate Studies</b></p>	<p><b>Date: March 13, 2007</b>  <b>Contact Person: Jim Thompson</b>  <b>Phone: 7-5546</b>  <b>Email: Jim.Thompson@ubc.ca</b></p>
<p><b>Proposed Administrative Procedures for Faculty Membership in the Faculty of Graduate Studies</b></p> <ol style="list-style-type: none"> <li>1. Graduate programs have the primary responsibility for defining their specific criteria for membership in the Faculty of Graduate Studies, provided they are approved by their disciplinary Faculty (or functional equivalent), and are in agreement with the general criteria set by the Faculty of Graduate Studies. These criteria are in addition to those of the Faculty of Graduate Studies. The criteria are forwarded to the Faculty of Graduate Studies for review to ensure that they meet the requirements of the Faculty of Graduate Studies.</li> <li>2. On an annual basis, each graduate program, in consultation with its disciplinary Faculty (or functional equivalent) will review and update a list of individuals provided by the Faculty of Graduate Studies comprised of: (1) faculty who meet the criteria for membership in the Faculty 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 Faculty of Graduate Studies. Each graduate program, in consultation with their disciplinary Faculty (or functional equivalent) will also determine: (1) whether any new faculty members should be added, (2) whether any members should be deleted because of death, resignation, illness, etc.</li> <li>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 Faculty of Graduate Studies to supervise or co-supervise master's or doctoral students or serve on doctoral student supervisory committees, to the Faculty of Graduate Studies for approval, providing the faculty member meets the relevant criteria and is approved by the disciplinary Faculty (or functional equivalent).</li> </ol>	<p><b>Present Administrative Procedure for Membership in the Faculty of Graduate Studies (effective March 1990)</b></p> <ol style="list-style-type: none"> <li>1. Each Faculty, Department or Unit will establish formal criteria for membership in the Faculty of Graduate Studies and provide them to the Faculty of Graduate Studies. This will enable the Faculty of Graduate Studies to review them and determine whether any further action is required.</li> <li>2. Each Faculty, Department or Unit will submit lists of those members who meet the criteria for appointment and who are approved for (a) full, or (b) associate membership of the Faculty of Graduate Studies.</li> <li>3. Individuals approved for membership of the Faculty of Graduate Studies will be members for a term of five years (or such lesser term as is specified in the appointment). Membership is renewable.</li> <li>4. Each Faculty, Department or Unit will be asked to review the list of members of the Faculty of Graduate Studies annually to determine: a) whether any new members should be added, b) whether any members should be deleted (because of death, resignation, etc.).</li> <li>5. The Faculty of Graduate Studies may review the lists of members submitted by the Faculties, departments or Units to determine whether the membership lists are consistent with the formal criteria established by the relevant unit. Upon request the relevant unit will supply the Faculty of Graduate Studies with evidence that a particular appointment is consistent with the criteria.</li> <li>6. Where there is a complaint that a member of the Faculty of Graduate Studies is providing unsatisfactory supervision of a student or is performing his or her teaching and administrative duties in an unsatisfactory way, the Dean of Graduate Studies may initiate an inquiry and may recommend to the President that the individual's membership or the Faculty of Graduate Studies be suspended or cancelled.</li> </ol>



<p>The Faculty of Graduate Studies may review the lists of members submitted by the Faculties to determine whether the membership lists are consistent with the formal criteria established by the graduate program. Upon request the graduate program will supply the Faculty of Graduate Studies with evidence that a particular appointment is consistent with the criteria.</p> <p>5. Where a faculty member no longer meets the criteria for membership or there is a complaint that a faculty member is not satisfactorily performing his or her duties and obligations as a member of the Faculty of Graduate Studies, the Head or Director through their disciplinary Dean (or functional equivalent), in agreement with the Dean of the Faculty of Graduate Studies, or the Dean of the Faculty of Graduate Studies, in agreement with the disciplinary Dean, may initiate an inquiry and take appropriate action including recommending to the President that the individual's membership in the Faculty 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:</p> <ul style="list-style-type: none"> <li>• allowing a conflict of interest to develop between the interests of the student and the interests of the faculty member,</li> <li>• placing inappropriate demands upon a student, or</li> <li>• failing to follow principles of scholarly integrity with respect to the research and work of students.</li> </ul> <p>A faculty member has the right to appeal a decision regarding his or her membership in the Faculty 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.</p>	<p>7. An individual who is aggrieved by any decision concerning his or her membership of the Faculty of Graduate Studies may request the Graduate Council to establish an ad-hoc Membership Committee to hear the complaint and to advise the Dean of Graduate Studies.</p> <p><b>Type of Action:</b>  <i>The administrative procedures have been revised to include criteria to help in determining membership in the Faculty of Graduate Studies, and actions that can be taken when a faculty member does not meet these criteria.</i></p> <p><b>Consultation:</b>  <i>The revised procedures were developed by the Faculty's Academic Policy Committee which includes Associate Deans from each Faculty and representatives from the Graduate Student Society. It was distributed to all Faculties for comments during summer/fall 2003. It was subsequently reviewed by Faculty Relations and by University Counsel. It was approved by Graduate Council, March 11, 2004 with minor amendments. It was subsequently reviewed by the Provost Office in November 2005. It was reviewed by the Committee of Deans in 2006 and 2007. The Office of Faculty Relations were consulted numerous times in 2004, 2006 and 2007. The GSS Executives were consulted in 2007. Changes have been made to reflect and address the questions and concerns raised by those consulted.</i></p> <p><b>Rationale:</b>  <i>The Faculty of Graduate Studies has been asked on numerous occasions to provide criteria to be used to help in determining membership in the Faculty, and actions that can be taken when faculty members no longer meet the criteria for membership in the Faculty. The administrative procedures have been revised accordingly.</i></p> <p><i>"An appointment term of five years" has been removed. The membership will only be suspended or cancelled if the member no longer meets the criteria</i></p>
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