

## **Faculty Level Graduate Studies Coordinator (updated Nov 24, 2020)**

### **Selection of Graduate Studies Coordinator**

Except when the Coordinator is defined by another process (e.g. Associate Dean of GSR in Faculty of Veterinary Medicine), the nominee for GS Coordinator will be selected through a consultative process involving all UPEI graduate faculty who are tenure-track or tenured faculty in the home Faculty. The Faculty Dean will request expressions of interest from graduate faculty with a preference for previous GS Committee experience over the preceding five years. When possible, the GS Coordinator should have a proven history of successful mentorship of graduate students during their academic career, and a demonstrated commitment to the success of graduate studies. In most cases, the term will be three years, with the possibility of one renewal. Some programs may not have a large pool of eligible candidates and may need to rely on fewer individuals to fill the role, but should still endeavour to optimally rotate the responsibility. The home Faculty Dean will nominate the GS Coordinator to the Dean of Faculty of GSR with a summary of the consultative process followed, how Equity, Diversity, and Inclusion was addressed in the process, and a description of any potential conflicts of interest and how they were mediated. UPEI Deans Council will consider Equity, Diversity, and Inclusion in balancing the UPEI Graduate Studies Coordinators and will endeavour to avoid an imbalance of GSAC based on gender representation before approving the nominee.