

University of Prince Edward Island	Policy Number: admogsacd0001	Revision No: 1
Policy Title: Graduate Faculty Approval and Supervisory Role		Pages: 1 of 5
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Authority: Board of Governors	Responsibility: Office of Graduate Studies	Access: W

1. Purpose

- 1.1 The purpose of this policy is to provide a protocol for the approval of Graduate Faculty and the assignment of Graduate Supervisory Role within the University of Prince Edward Island.

2. Scope

- 2.1 The policy shall apply to faculties, schools and departments with graduate programs, and all faculties interested in participating in Graduate Studies.

3. Authority

- 3.1 This policy is approved by the Human Resources Committee of the Board of Governors.

4. Responsibility

- 4.1 The responsibility for the enforcement and implementation of this policy rests with the Office of Graduate Studies.
- 4.2 The Graduate Studies Advisory Committee and all academic units possessing a graduate program are responsible for the administration of this policy.

5. Definitions:

- 5.1 **Graduate Studies Committee** – The Committee established in each Faculty or School to oversee a particular graduate program.
- 5.2 **Graduate Faculty** – A tenured, tenure-track, term, emeritus or adjunct faculty member who has been approved through the process described in this policy to participate in teaching (covered in a separate Policy), membership on supervisory committees, or direct supervision of graduate students.
- 5.3 **Graduate Studies Advisory Committee** – The committee responsible for graduate studies issues, consisting of the Vice-President Research & Graduate Studies, the Graduate Program Coordinators, the Registrar, the President of the Graduate Student Association and a Postdoctoral Fellows representative.

- 5.4 **Supervisory Role** – The level of graduate student supervision which can be carried out by a Graduate Faculty Member, assigned in accordance with this Policy and criteria set by individual Graduate Studies Committees.
- 5.5 **Academic Research** (as used in reference to the School of Business) – A research project that could potentially lead to a publication in an academic journal. Such a project normally involves developing and/or testing hypotheses based on data.
- 5.6 **Applied Projects** (as used in reference to the School of Business) - Includes the following types of projects: a business plan for a new or existing organization; problem-solving on a specific issue facing an existing organization; or a case study of an industry, marketing approach, policy, strategy, technology, or location.

6. Policy

- 6.1 All supervision and co-supervision of graduate students will be carried out by members of the Graduate Faculty. All members of graduate student supervisory committees and graduate student supervisors must be members of Graduate Faculty (with the exceptions noted in Section 6.3). The Procedure for Graduate Faculty Approval is attached as *Appendix “A”*.

6.2 Term of Appointment

- 6.2.1 The term for Graduate Faculty appointment shall be five years for tenure track (or until the end of the appointment, whichever is less) and tenured faculty, and three years or until the end of the appointment (whichever is less) for term, emeritus and adjunct faculty. The Graduate Faculty appointment will end if the individual leaves UPEI or ends their Adjunct appointment.

6.3 Criteria for Graduate Faculty

- 6.3.1 As minimum criteria, Graduate Faculty shall normally hold a PhD degree or equivalent (except where specified later in this paragraph), or equivalent qualifications and/or experience as defined in the UPEI Faculty Association Collective Agreement under *Academic Credentials*, and be active scholars in their discipline, as per the definition of *Scholarly Endeavours* in the UPEI Faculty Association Collective Agreement. Graduate Faculty in the Faculty of Veterinary Medicine or the School of Nursing shall normally hold a Doctor of Philosophy degree, a Doctor of Veterinary Medicine degree, or a Doctor of Medicine degree and a graduate qualification (either a graduate degree or certification by an acceptable specialty board).

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6.3.2 All Graduate Faculty may serve as graduate student supervisory committee members in any graduate program across campus.

6.3.3 All Graduate Faculty may serve as a co-supervisor in any graduate program across campus, subject to approval by Faculty/School/Program Graduate Studies Committee. Graduate Faculty who wish to serve as a **sole** supervisor of a Master’s or PhD student in a Faculty/School/Program different from that for which they have received Graduate Faculty status must be approved by the Dean of that Faculty/School/Program, and by the Vice-President, Research & Graduate Studies (but are not required to re-apply through the full procedure as outlined in this policy).

6.4 Designation of Supervisory Role:

6.4.1 Graduate Faculty shall be assigned to one of three Supervisory Roles, designated as PhD/Masters Supervisory Role, Masters Supervisory Role and Co-Supervisory Role, as defined below, and illustrated in the following table for each Faculty or Graduate program:

Faculty/Program	PhD/Masters Supervisory Role	Masters Supervisory Role	Co-supervisory Role
Business Administration	--	Sole or Co-Supervisor of MBA signature projects	Co-Supervisor of MBA signature projects
Education	Sole or Co-Supervisor of MEd, PhD	Sole or Co-Supervisor of MEd; Co-Supervisor of PhD	Co-Supervisor of MEd, PhD
Arts / Island Studies	--	Sole or Co-Supervisor of MAIS	Co-Supervisor of MAIS
MAHSR	--	Sole or Co-Supervisor of MAHSR	Co-Supervisor of MAHSR
Nursing	--	Sole or Co-Supervisor of MN	Co-Supervisor of MN
Science	Sole or Co-Supervisor of MSc, PhD	Sole or Co-Supervisor of MSc; Co-Supervisor of PhD	Co-Supervisor of MSc, PhD
Veterinary Medicine	Sole or Co-Supervisor of MSc, MVSc, PGD, PhD	Sole or Co-Supervisor of MSc, MVSc and PGD; Co-Supervisor of PhD	Co-Supervisor of MSc, MVSc, PGD, PhD

- 6.4.2 PhD/Masters Supervisory Role shall be granted to a Graduate Faculty member deemed by the Graduate Studies Committee of the relevant academic unit to be sufficiently experienced in graduate student supervision to permit sole supervision of a graduate student at any program level, including Masters and PhD.
- 6.4.3 A Masters Supervisory Role shall be granted to a Graduate Faculty member to permit sole or co-supervision of a graduate student in a Masters program and co-supervision of a graduate student in a PhD program (with a PhD/Masters Supervisor).
- 6.4.4 A Co-Supervisory Role shall be granted to a Graduate Faculty member who has a term faculty appointment or is an Adjunct Professor, or in the case of the Faculty of Veterinary Medicine, any Graduate Faculty member for whom the AVC Graduate Studies and Research Committee has deemed that a co-supervisory role is appropriate. This role involves co-supervision of a graduate student in conjunction with a principal supervisor whose Supervisory Role permits sole supervision of the graduate student, in accordance with this policy and criteria set by individual Graduate Studies Committees.
- 6.4.5 The Supervisory Role will be recommended by the Graduate Studies Committee of the relevant academic unit at the time of nomination to Graduate Faculty. Recently hired tenure-track faculty admitted to Graduate Faculty will normally receive the Masters Supervisory Role (normally Co-Supervisory Role in the Faculty of Veterinary Medicine), unless appropriate prior experience in graduate student supervision can be demonstrated to justify the recommendation to a higher level of supervisory responsibility. A change in Supervisory Role can occur through nomination by the academic unit, either at the time of re-appointment to Graduate Faculty, or at an earlier time if warranted by a demonstrable increase in supervisory experience since the initial recommendation. Each Faculty, School or Program Graduate Studies Committee will be responsible for setting the specific criteria to be considered when recommending Graduate Faculty members for different levels of supervisory responsibility, as appropriate for their discipline, and will inform the Vice-President, Research & Graduate Studies of these criteria. In all cases, these criteria will include standards for terminal degree, scholarly activity and graduate supervisory experience.
- 6.4.6 Term, Emeritus and Adjunct Faculty will normally be assigned a Co-Supervisory Role. In exceptional circumstances, appointment of term or adjunct faculty who are UPEI employees to Masters Supervisory Role or

PhD/Masters Supervisory Role may be considered by the relevant Graduate Studies Committee on a case-by-case basis. Such term or adjunct faculty must meet all criteria for these Masters or PhD/Masters Supervisory Roles, and must have an appropriate reporting procedure to an Academic Chair (where appropriate) and Dean in place.

- 6.4.7 In the case of Masters of Business Administration students, the requirement that supervisors be Graduate Faculty members applies to academic research projects. Supervisors for applied projects that do not involve academic research are not required to be Graduate Faculty members, but must be approved by the School of Business' MBA Committee. If the approved supervisor is not a member of Graduate Faculty, then the second reader for the project must be a member of Graduate Faculty.
- 6.4.8 Supervisors of Master of Nursing students (Nurse Practitioner Stream) for their Synthesis Projects are not required to be Graduate Faculty members, but must be approved by the School of Nursing MN Graduate Studies Committee. One member of the committee, however, must have Graduate Faculty status.
- 6.4.9 Graduate Faculty of any Supervisory Role may serve as a supervisory committee member. Individuals who are Graduate Faculty with good standing at another recognized University may serve as a member of a supervisory committee without becoming Graduate Faculty at UPEI, upon approval of the appropriate Graduate Studies Committee and Dean. The Supervisor or Co-Supervisor will possess the degree, (equivalent or higher degree) for which the supervised student is registered.

6.5 Renewal of Graduate Faculty Status

- 6.5.1 In the final year of the Graduate Faculty term, a Faculty member, Adjunct or Emeritus Professor who wishes to continue as Graduate Faculty role must apply for renewal using the same procedure described above. If the supervisory experience gained warrants, and if approved, the renewal may be at a higher supervisory role. Renewal is not automatic.

7. Review

- 7.1 This policy will be reviewed every three years.