



University  
of Victoria

## Faculty of Graduate Studies

### Membership in the Faculty of Graduate Studies

Ratified by the Graduate Executive Committee, December 4, 2017  
Ratified by the Faculty of Graduate Studies Council, December 7, 2017  
Approved by Senate May 3, 2019  
[http://web.uvic.ca/gradstudies/faculty/pdf/Membership\\_in\\_the\\_Faculty.pdf](http://web.uvic.ca/gradstudies/faculty/pdf/Membership_in_the_Faculty.pdf)

Membership in the Faculty of Graduate Studies is required before an individual may supervise graduate students or serve on graduate student supervisory committees.

#### 1. Conditions of Membership

- 1.1. All members of the Faculty of Graduate Studies must observe the policies and procedures of the University of Victoria that are relevant to the work they carry out under their membership (such as, but not limited to, supervision of graduate students, service on graduate student supervisory committees, and teaching graduate courses).
- 1.2. All members of the Faculty of Graduate Studies who supervise or co-supervise students must hold a current academic appointment with the University of Victoria.
- 1.3. All members must display interest in, commitment to, and capabilities for the supervision of graduate students.
- 1.4. Regular and Associate members may serve as 'inside' members for supervisory committees within their Academic Unit, and as 'outside' members for supervisory committees in Academic Units in which they do not hold an appointment in FGS. Affiliate members may only serve as 'inside' or 'outside' members of a supervisory committee.

#### 2. Categories of Membership

Nomination for membership in the Faculty of Graduate Studies is normally made by the Head of the Academic Unit to the Dean of Graduate Studies, according to procedures in section 4, in one of three categories:

- 2.1. **Regular membership** is restricted to tenured and tenure track faculty members appointed at the University of Victoria. Membership will normally be granted for the length of the member's academic appointment and with all supervisory privileges within their home Academic Units.
- 2.2. **Associate membership** is restricted to non-tenured or non-tenure-track teaching faculty, adjunct and limited term faculty, postdoctoral fellows, and sessional instructors appointed at the University of Victoria who wish to serve on supervisory committees or to supervise graduate students. Membership will normally be granted for the length of the member's academic appointment to a maximum of 5 years, renewable as appropriate, and with only those privileges that the Academic Unit recommends and the Dean of Graduate Studies approves. *Associate members are normally restricted to co-supervision with a Regular member (see 4.6).*

Any faculty members, including Regular members of the Faculty of Graduate Studies, who wish to supervise students outside their home Academic Unit must apply for Associate membership through the outside unit.

Regular members who have resigned their position at the University of Victoria (including Emeritus professors) who wish to continue to supervise or co-supervise graduate students must secure and maintain an Adjunct appointment to qualify for Associate membership.

- 2.3. **Affiliate membership** is intended for appropriately qualified individuals who do not hold academic appointments at the University of Victoria but wish to serve as inside or outside members on supervisory committees. Membership will normally be granted upon request of the Academic Unit, either for the duration of study of a particular student or, in the case where the individual may be asked to serve on several student committees, for a maximum

of 5 years, renewable as appropriate, and with only those privileges that the unit recommends and the Dean of Graduate Studies approves. Affiliate members may not supervise or co-supervise graduate students.

Regular Members who have resigned their position at the University of Victoria (including Emeritus professors) who wish to continue to serve on supervisory committees are eligible for Affiliate status.

### **3. Voting Rights in Faculty of Graduate Studies Council Meetings and Membership on the FGS Graduate Executive Committee**

- 3.1. All Regular members of the Faculty of Graduate Studies are entitled to attend Faculty of Graduate Studies Council meetings and to take part in debate.
- 3.2. Only Graduate Advisors or equivalent, *ex officio* members with voting rights, and appointed/elected student representatives may vote at the Faculty of Graduate Studies Council.
- 3.3. Only Regular members of the Faculty of Graduate Studies shall be eligible for membership on the Graduate Executive Committee of the Faculty of Graduate Studies. The Chair of the Graduate Students' Society is a member *ex officio*.

### **4. Procedures for Appointment/Reappointment**

- 4.1. Appointment to membership in the Faculty of Graduate Studies is made by the Dean of Graduate Studies or their designate after due consideration. While such appointments will not unreasonably be withheld, the Dean of Graduate Studies may decline to appoint an individual where there is not sufficient evidence that the nominee meets the criteria for membership commensurate with the requested category of membership, as defined in section 2.
- 4.2. Normally, nomination for membership is made by the Head of the Academic Unit in which the nominee desires an appointment.
- 4.3. Nomination for membership of the Head of an Academic Unit is made by the Dean of the nominee's faculty, including the case where the Dean is the Head of the Academic Unit.
- 4.4. A *Recommendation for Membership* form is available from the Faculty of Graduate Studies website which must be completed and forwarded to the Office of the Faculty of Graduate Studies together with the nominee's current CV.
- 4.5. The nominator is responsible for ensuring that the nominee meets all criteria in section 2. In the case where the candidate does not meet the Academic Unit's normal expectations for research or graduate supervision, the Head of the Academic Unit shall justify the nomination in writing.
- 4.6. The nomination form shall indicate any existing or recommended restriction on the length of term or supervisory responsibilities (including for the appointment of Regular members). Any restriction on nominees for Regular membership shall be justified in writing.

Nominees for Associate membership who wish to supervise graduate students will normally be restricted to co-supervision with a Regular member as co-supervisor, with any exceptions desired by the Academic Unit justified in writing.
- 4.7. Affiliate members must accept the terms and conditions of Affiliate membership that accompanies the letter of appointment from the Faculty of Graduate Studies.

### **5. Appeals**

- 5.1. The decision of the Head of an Academic Unit not to nominate an individual for an appointment described in subsection 2.3 (Affiliate) is final and may not be appealed.
- 5.2. Where an individual is a member of a faculty that is composed of schools or departments and the decision of a department or school is not to nominate an individual who desires an appointment described in subsections 2.1 or 2.2, that individual may appeal to the Dean of the discipline faculty.

- 5.3. Where it is the decision of the faculty Dean not to nominate an individual who desires an appointment described in subsections 2.1, 2.2 or 2.3, that individual may appeal to the Dean of Graduate Studies.
- 5.4. While the decision of the Dean of Graduate Studies is normally final, the nominator may submit further information for reconsideration by the Dean of Graduate Studies.
- 5.5. If, after reconsideration, the decision of the Dean of Graduate Studies is unchanged, the nominator may request the Dean form an appeal committee consisting of three Regular members of the Faculty of Graduate Studies, where one member is appointed by the Dean of Graduate Studies, one by the appellant, and one mutually agreed upon by the first two appointees. The committee shall consider only those written materials submitted with the nomination and will make a recommendation within 15 working days, indicating majority and minority opinions as applicable, to the Dean of Graduate Studies, whose decision upon due consideration of the recommendation(s) will be final.

## **6. Adjudication of Complaints to the Faculty of Graduate Studies**

- 6.1. The Faculty of Graduate Studies promotes the involvement of academic units in determining best practices and resolution of complaints regarding the administration of graduate education, and the teaching, advising and supervision of graduate students at the University of Victoria. Concerns and complaints regarding a member in relation to their practice in teaching, advising or supervising may be brought forward to the Office of the Dean of the Faculty of Graduate Studies.
- 6.2. Complaints involving discrimination, harassment or sexual violence shall be referred to the Office of Equity and Human Rights under the relevant policy.
- 6.3. Where an informal complaint is made, the Dean or an Associate Dean in the Faculty of Graduate Studies may work to resolve the matter on agreement of the parties involved.
- 6.4. Where a formal complaint of conduct which could be the subject of disciplinary proceedings is made in respect of a person who is subject to a University of Victoria collective agreement, that collective agreement shall determine the procedures for investigation and adjudication of any complaint and for the imposition of resulting discipline which may include, but is not limited to, suspension or termination of membership in the Faculty of Graduate Studies.
- 6.5. Where a formal complaint of conduct which could be the subject of disciplinary proceedings is made in respect of a person who is not subject to a University of Victoria collective agreement, the following procedure shall apply:
  - 6.5.a Three persons shall be elected by and from the Graduate Executive Committee to form an adjudication panel. None of those elected may be from the home Faculty of the Complainant or Respondent.
  - 6.5.b The Dean of Graduate Studies shall appoint a chair of the panel from among its members.
  - 6.5.c The panel shall investigate the complaint and will make a recommendation within 15 working days indicating majority and minority opinions as applicable. The recommendation may include remediation, restorative strategies, restricted or suspended membership or dismissal from membership in the Faculty of Graduate Studies, to the Dean of Graduate Studies who will make a final determination.
  - 6.5.d The adjudication panel may also make recommendations pertaining to the Dean of the Faculty where the Respondent is appointed, who will make a final determination respecting those recommendations.