T H E U N I V E R S I T Y O F B R I T I S H C O L U M B I A

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January 12, 2007

Memo to: Vancouver Senate

From: Academic Policy Committee

Re: Faculty Membership in the Faculty of Graduate Studies (**approval)**

A previous version of these documents prepared by the Faculty of Graduate Studies Academic Policy Committee, which includes associate deans from each Faculty and representatives from the Graduate Student Society, was presented to Senate for approval at the April 2005 meeting. The Senate referred the documents back to the Academic Policy Committee for further revision and consultation.

Since that time, the Committee of Deans, Faculty Relations, and the Office of the University Counsel have reviewed and had input into these revised documents. Once approved, they will replace the current policy (April 2000) and administrative procedures (March 1990).

The Senate Academic Policy Committee approved the attached revised versions at a recent meeting and recommends them for Senate approval.

MOTION: *That Senate approve the Policy on Faculty Membership in the Faculty of Graduate Studies and its associated administrative procedures as circulated.*

Respectfully submitted,

Paul G. Harrison, Chair
Academic Policy Committee

THE UNIVERSITY OF BRITISH COLUMBIA

UBC Proposal Form

Faculty: Faculty of Graduate Studies **Effective Session ____ Term ___ Year___ for Change**	**Date: January 15, 2007** **Contact Person: Jim Thompson** **Phone: 7-5546** **Email: Jim.Thompson@ubc.ca**
Proposed Policy: **Faculty Membership in the Faculty of Graduate Studies** **1. Introduction** The Faculty of Graduate Studies is dedicated to maintaining a rich academic environment for every student in the Faculty of Graduate Studies at the University of British Columbia. Among other things, the Faculty oversees the academic quality and integrity of its graduate programs, and ensures that graduate students are provided with training in research and other scholarly activities of the highest standard. **2. Faculty Membership in the Faculty of Graduate Studies** The Faculty of Graduate Studies consists of the President, Vice-President Academic, Vice-President Research, the Dean and Associate Deans of the Faculty of Graduate Studies, Deans of other Faculties and appropriately qualified members of the University faculty. **a. Faculty Members:** Faculty members of the Faculty of Graduate Studies must be tenured or tenure track (including grant tenured or grant tenure track) faculty members holding the rank of Assistant Professor, Associate Professor, or Professor. They must be approved by their disciplinary Faculty (or functional equivalent) for faculty membership in the Faculty of Graduate Studies and must meet the criteria established by the graduate program with which they are affiliated. Faculty members of the Faculty may be sole supervisors of graduate students, chair examining committees, and vote at the Faculty of Graduate Studies general meetings. **b. Faculty Members Emeriti:** Faculty members of the Faculty of Graduate Studies may continue as faculty members *emeriti* upon retirement, provided they are approved by their disciplinary Faculty (or functional equivalent) for faculty membership in the Faculty of Graduate Studies and continue to meet the criteria established by their graduate	**Present Policy:** **Membership in the Faculty of Graduate Studies (effective April 2000)** The function of the Faculty of Graduate Studies is to ensure that graduate students are provided with training in research and other scholarly activity of the highest standard. The Faculty of Graduate Studies will consist of the President, Vice-President Academic, Vice-President Research, the Dean and Associate Deans of Graduate Studies, Deans of other faculties and appropriately qualified members of the University faculty. **General Criteria for Membership:** Although the Ad Hoc Committee on Membership in the Faculty of Graduate Studies considered that the primary responsibility for defining the criteria for membership of the Faculty of Graduate Studies should rest with the individual Faculty, department or unit concerned, the Committee believes there were some general considerations on which policy should be established. Faculties, departments, and units would be expected to establish criteria consistent with these general criteria. **a. Full Members to the Faculty of Graduate Studies** Full members of the Faculty of Graduate Studies may teach graduate students and vote in the Faculty of Graduate Studies. Individuals eligible for full membership must be faculty members holding the title of professor, associate professor or assistant professor, or professor emeritus in an academic unit authorized to grant degrees. **b. Associate Members of the Faculty of Graduate Studies** Associate members of the Faculty of Graduate Studies may teach graduate students but will have no voting or other privileges in the Faculty of Graduate Studies. Individuals eligible for associate membership of the Faculty of Graduate Studies will include: 1. Senior Instructors 2. Adjunct and Clinical Faculty 3. Honorary Faculty 4. Visiting Professors 5. Research Associates 6. Post Doctoral Fellows

program for faculty membership in the Faculty of Graduate Studies. They may co-supervise graduate students, and chair examining committees.

3. Supervision of Graduate Students by Other Faculty

Other appropriately qualified individuals (e.g., clinical professors, adjunct professors, senior instructors or visiting professors) who are actively engaged in research and experienced with graduate education may be approved, upon the recommendation of their Head, Director or Dean of the graduate program with which they are affiliated and the approval of the Dean of Graduate Studies, to supervise or co-supervise master's and doctoral students and/or serve on doctoral student supervisory committees provided they meet the relevant criteria. These individuals are not faculty members of the Faculty of Graduate Studies.

Approval for individuals who are not faculty members of the Faculty of Graduate Studies to serve as members of master's student supervisory committees is the responsibility of the graduate program concerned.

4. Teaching

Teaching of graduate courses is the responsibility of the disciplinary unit, Department or Faculty.

7. Staff of Research Institutes affiliated with the University

Type of Action:

- *Remove "associate members" category.*
- *Replace the category "full members" with two categories, "members" and "members emeriti".*
- *Explicitly set out the membership privileges; for members (i.e. serve as sole supervisors of graduate students, chair examining committees and vote at the Faculty of Graduate Studies general meetings) and members emeriti (i.e. co-supervise graduate students and chair examining committees).*
- *The recommended policy clarifies that grant tenure and grant tenure track faculty members have the same privileges as tenure and tenure track faculty members.*
- *The administrative procedures are being dealt with in another document.*
- *The general criteria for Membership is clarified and confirmed under this Policy. Specific additional criteria for membership continue to be the responsibility of the individual graduate programs subject to approval by the relevant disciplinary Faculty or functional equivalent.*
- *The Faculty of Graduate Studies has drafted some suggested criteria that individual graduate programs would be at liberty to adopt.*

Consultation:

The revised policy was developed by the Faculty of Graduate Studies' 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 was consulted numerous times in 2004, 2005 and 2006. Changes have been made to address questions and concerns raised by those consulted.

Rationale:

- *In practice, the Associate Members category in the Faculty of Graduate Studies has had no purpose or use other than to designate groups of individuals excluded from full membership. By clarifying the role and responsibilities inherent in membership, it seems redundant to*

	define a group excluded by this definition. Qualified individuals who are not Members or Members Emeriti may, in certain cases, supervise or co-supervise students, sit on supervisory committees, etc. as indicated in the relevant sections of the Faculty's policies. Also, there may be confusion with use of the term Associate Member as it is used as an unofficial position given to a faculty member when there is a need for members of one department to have a formal arrangement to participate in teaching and research activities in a second department, but when a joint appointment is not appropriate. • *A separate membership category, Members Emeriti, has been developed. Upon retirement Members may have the interest, time and expertise to continue serving as excellent supervisors and examination chairs. However, they will serve as co-supervisors. The intent of this policy is to ensure that sole-supervisors have sufficient ties to the University such that a student can reasonably expect that his or her supervisor will be available, willing and able to supervise through to the completion of the student's degree program. The sanctions that the University can apply to a faculty member who is not fulfilling supervisory responsibilities are not available in the case of Emeritus Professors.* • *The current policy refers to "voting." The revised proposal clarifies that "voting" is specific to the Faculty of Graduate Studies General Meetings so as not to be confused with voting in Graduate Council, which is restricted to members of Graduate Council.* • *The current policy includes "teaching" as one of the privileges of being a full member and associate member. Teaching of graduate courses is the responsibility of the disciplinary unit, Department or Faculty and thus it has been removed from the proposed policy.*

THE UNIVERSITY OF BRITISH COLUMBIA

UBC Proposal Form

Faculty: Faculty of Graduate Studies **Effective Session ____ Term ___** **Year___ for Change**	**Date: January 15, 2007** **Contact Person: Jim Thompson** **Phone: 7-5546** **Email: Jim.Thompson@ubc.ca**
Proposed Administrative Procedures for Faculty Membership in the Faculty of Graduate Studies 1. Graduate programs have the primary responsibility for defining their specific criteria for faculty membership (hereafter known as 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. 2. On an annual basis, each graduate program, in consultation with its disciplinary Faculty (or functional equivalent) will review and update a list provided by the Faculty of Graduate Studies of (1) faculty who meet the criteria for faculty members (hereafter known as members) or faculty members *emeriti* (hereafter known as members *emeriti)* 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. 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	**Present Administrative Procedure for Membership in the Faculty of Graduate Studies (effective March 1990)** 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. 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. 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. 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.). 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. 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

faculty member meets the relevant criteria.

4. 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.

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, Director or Dean of his/her Faculty, or the Dean of the Faculty of Graduate Studies in agreement with the disciplinary Dean (or functional equivalent), 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:

   - allowing a conflict of interest to develop between the interests of the student and the interests of the faculty member,
   - abusing the power imbalance between the faculty member and student by 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 Faculty of Graduate Studies under the grievance and arbitration procedures set out in Article 20 of the Framework Collective Agreement between UBC and the Faculty Association of UBC.

cancelled.

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.

Type of Action:

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.

Consultation:

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, 2005 and 2006. Changes have been made to reflect and address the questions and concerns raised by those consulted.

Rationale:

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.

"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