

 BRANDON UNIVERSITY	Graduate Studies Instructors' Guidelines	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: November 2009	Updated: September 2018

1.0 Policy General Purpose

The purpose of these guidelines is to standardize the process of selecting, approving, and assigning instructors for Graduate Studies. It also identifies the process for instructors to prepare course outlines and evaluate student performance.

2.0 Policy Guidelines

Approval of Instructors

Graduate sessional instructors shall be recommended by the respective department, for final approval by the Dean of Education. The sessional instructor also may be assigned to a Faculty of Education member who shall serve the role as Instructor of Record.

Course of Record Information

Referring to the approved course of record information, instructors should develop their course outline using the approved graduate course outline template.

All instructors are requested to submit their course outline directly to the Graduate Studies office via email 30 days prior to the start of the term, for possible release to students enrolled in the course.

Final Grade Entry (online)

Instructors shall submit their final grades online via Information Query. Senate policy stipulates that final grades are to be submitted no later than five business days after the final exam, or if no exam is scheduled, no later than five business days after the last lecture.

Incomplete Term Work (INC)

Refer to the Graduate Calendar, section 3.7.3

3.0 Scope of the Policy

Applies to all instructors for Graduate Studies Program.

4.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

GEC Graduate Education Committee

5.0 Reference to Other Policies

Section 3.7.3 Incomplete Term Work, in the Graduate Calendar

6.0 Approval Process

Graduate Studies Program

Faculty of Education

7.0 Appendices

N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
