



## **1.0 Criteria and Procedures**

**1.1** Only members of the Faculty of Graduate Studies may be involved in graduate student supervision and teaching.

**1.2** Members of the Faculty of Graduate Studies (FGS) will be those faculties duly appointed by the Graduate Studies Committee of Senate. Members will normally be at the rank of Lecturer, Assistant Professor, Associate Professor, or Professor; possess a PhD degree or other terminal degree appropriate to the discipline; and will be of such academic achievement and distinction as to enable them to undertake the instruction or supervision of students registered in a specified graduate program. Adjunct Professors, Research Chairs, Professor Emeritus, or Dean Emeritus may hold membership in the FGS.

## **2.0 Membership Categories**

### **2.1 Sessional Membership**

Sessional Members provide partial graduate education activities for limited periods of time (up to one year appointments).

***Qualifications:***

Appropriate scholarly, creative work, performance, and/or professional qualifications commensurate with program needs.

***Responsibilities may include:***

- Teaching a graduate course;
- Organizing, conducting/evaluating graduate colloquia, presentations, exhibitions, seminars, and/or practicum/field experiences.

### **2.2 Associate Membership**

Associate Members provide partial graduate educational activities for limited periods of time. Associate membership is valid until the expiration of the member's term of employment at the University or the expiration of the member's adjunct status. Graduate Studies Membership status will be reviewed automatically for members whose term of employment of adjunct status is renewed on a continuous basis.

***Qualifications:*** Appropriate scholarly, creative work, performance, and/or professional qualifications commensurate with program needs.

***Responsibilities may include:***

- Participating as an (BU Faculty) advisor or Co-Advisor (Adjunct Member) on a Thesis Committee;
- Participating as an internal or external member of a Thesis Committee;
- Teaching a graduate course;
- Participating as a reader on a research project or comprehensive examination;

- Participating as a juror for a recital;
- Organizing/conducting/evaluating graduate colloquia, presentations, exhibitions, seminars, and/or practicum/field experiences.

### 2.3 Full Membership

Full Members in the FGS are tenured or tenure-track faculty who provide graduate educational activities on a continuing and substantial basis. Full membership in the FGS is valid as long as the member remains a tenured or tenure-track employee of the University.

**Qualifications:** Appropriate current content scholarly, creative work, performance, and/or professional qualifications commensurate with program needs including:

- PhD degree or other terminal degree appropriate to the discipline.
- An appropriate track record of peer-reviewed research publications or other evidence of peer reviewed scholarly productivity appropriate to the discipline.
- A program of research, scholarship, and/or performance.

**Responsibilities may include:**

- Participating as an advisor on a Thesis Committee;
- Participating as an internal or external member of a Thesis Committee; Supervising a research project;
- Teaching a graduate course;
- Participating as a reader on a research project and/or comprehensive examination; Participating as a juror for a recital;
- Organizing/conducting/evaluating graduate colloquia, presentations, exhibitions, seminars, and/or practicum/ field experiences;
- Serving as a general advisor for a graduate student (e.g. general mentoring; program counseling for students regarding course selection or career path).
- Chairing or participating as a member of a graduate department or program committee.

### 3.0 Application and Review Process

Faculty of Graduate Studies Membership Applications will be considered at the Senate Graduate Studies Committee monthly meetings from September to April of each year. Any new or renewal applications received after the April meeting will be considered for an electronic vote in mid-August.

**3.1** Faculty seeking membership or membership renewal in the Faculty of Graduate Studies will submit an online application at: <https://www.brandonu.ca/graduate-studies/faculty-of-graduate-studies-committee-membership-application/>.

**3.2** The submitted application is received in the Registrar's Office and then forwarded to the appropriate Faculty/School (Dean, Graduate Chair/Coordinator, and Assistant).

**3.3** The membership application is processed within the Faculty/School and notification of a decision should be forwarded to the Registrar's Office. The Dean of the Faculty/School will notify the applicant should the application not be approved.

**3.4** Upon receipt of the Dean's notice of approval, the application is added to the next Senate Graduate Studies Committee meeting agenda.

**3.5** If approved at the Senate Graduate Studies Committee, the Registrar's Office will forward a letter of membership confirmation to the applicant and copy the appropriate Dean.

**3.6** A list of memberships in need of renewal will be distributed at the Senate Graduate Studies Committee meeting in March of each year.

An updated list of the Faculty of Graduate Studies membership is kept online under the heading Faculty Resources at: [www.brandonu.ca/graduate-studies/](http://www.brandonu.ca/graduate-studies/)

#### **4.0 Appeal Process**

##### **4.1 Application Denied by Faculty/School**

Individuals whose application for membership in the Faculty of Graduate Studies has been denied at the Faculty/School level may appeal the decision to the Senate Graduate Studies Committee whose decision is final.

##### **4.2 Applications Denied by the Senate Graduate Studies Committee**

Senate Graduate Studies Committee decisions on Faculty of Graduate Studies membership applications are final and binding.

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