

Membership in the Faculty of Graduate Studies

The Faculty of Graduate Studies (FGS) is committed to fostering excellence in graduate education by ensuring that its members meet the highest standards of academic and professional qualifications. Membership in the FGS is a privilege that comes with specific responsibilities and expectations. The Graduate Studies Committee (GSC) of Senate appoints members of the FGS. It is also the responsibility of the GSC, through its Chair, to provide leadership in all matters pertaining to graduate studies. This includes overseeing the academic quality and integrity of graduate programs in the Faculties of Arts, Education, Health Studies, and Science and the School of Music, and ensuring that graduate students are provided with quality training in research, scholarly and artistic work. Members are expected to be actively engaged in this endeavor. Membership in the FGS is required before an individual may supervise or co-supervise graduate students, or serve on graduate student supervisory committees, be a voting member of a graduate examination committee, or teach graduate courses.

The following criteria outline the requirements for membership:

1. Qualifications

Those members that have followed the conventional career development pattern that is typically associated with a degree/accreditation pathway must hold the terminal degree/accreditation in their field of expertise (e.g., Ph.D., or equivalent) and appropriate to the discipline. Members whose career development diverges from this model (e.g., knowledge gained through professional practice, community work, lived experience, and non-formal learning contexts), will receive equitable treatment, valuation, and consideration.

Active Scholarship: Members must also demonstrate a sustained record of scholarly activity, creative works, or other evidence of research contributions relevant to their discipline and membership status.

2. Professional Experience

Teaching Experience: Members should have experience teaching at the graduate level or demonstrate the capacity to do so.

Graduate Supervision: Members must show evidence of successful supervision or co-supervision of graduate students, where applicable.

3. Forms of Research and Scholarly Contributions

The GSC values all forms of contributions to research and will consider the value and impact of all research outputs and a broad range of impact measures including qualitative indicators of research impact. These include but are not limited to the following (listed alphabetically):

- Advances to equity, diversity, inclusion and accessibility in the research ecosystem.
- Co-creation or transfer of products, technology, processes, services or advice useful to specific organizations (in the private, public or non-profit sectors), communities or society.

- Communication of research results and knowledge translation to specialist or non-specialist audiences, including the public (e.g., magazine/newspaper articles, media interviews, blog posts, social media publications or public lectures).
- Community service that leverages expertise, such as membership on advisory committees, or journal editorships.
- Contributions to organizations (from the private, public or non-profit sectors), communities or society may, at times, take the form of confidential technical and internal reports to protect information that is proprietary, confidential or about an identifiable individual. In such cases, the applicant should highlight the importance of these contributions.
- Contributions to policies, guidelines, regulations, laws, standards and/or practice.
- Creation, curation, sharing or reuse of datasets.
- Creation, direction, facilitation and/or strengthening of partnerships or collaborations in the local, Canadian or international research community, or with other communities, including through research networks, large collaborative projects or community-engaged research.
- Creation of companies or organizations that promote research or the use of research results.
- Development of tools, including software, for use by researchers or by others in the public or private domain.
- Intellectual property: including patents, copyrights, trademarks or trade secrets.
- Publications: including articles, broadcasts, communications, pre-prints, monographs, memoirs or special papers, review articles, conference/symposia/workshop proceedings, posters and abstracts, government publications, recordings, and reports documenting industrial contributions or contributions to engineering practice.
- Support for traditional knowledge or Indigenous ways of knowing, including cultural practices.
- Research creation including the creation of original works (e.g., performances, compositions, installations, exhibitions, films, or digital media) that embody or express research insights, critical reflection and contextualization that situate creative works within scholarly, theoretical, or cultural frameworks, innovation in methods or media that expand how knowledge is produced, interpreted, or mobilized, engagement with communities, audiences, or cultural partners that extends the reach and impact of academic research, and documentation and dissemination of research-informed creative outcomes in venues appropriate to the discipline (e.g., juried exhibitions, peer-reviewed performances, scholarly publications).

Source: The San Francisco Declaration on Research Assessment (DORA): Guidelines on the assessment of contributions to research, training and mentoring (www.nserc-crsng.gc.ca).

4. Institutional Commitment

- Graduate Program Participation: Members must actively contribute to the development and delivery of graduate programs.

- Committee Service: Members are expected to serve on graduate committees, such as thesis examination committees, program advisory committees, or other related bodies.
- Mentorship: Members must be committed to mentoring graduate students and fostering their academic and professional growth.

5. Ethical Standards

Adherence to Policies: Members must comply with institutional policies, including those related to Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work, any Regulatory Requirements (e.g., Ethical Conduct for Research Involving Humans) and other relevant policies.

Professional Conduct: Members must uphold the highest standards of professional and ethical behavior in their interactions with students, colleagues, and the broader academic community.

6. Membership Categories

FGS recognizes different categories of membership to accommodate diverse roles and responsibilities:

Full Members:

Full members in the FGS are tenured or tenure-track faculty of Brandon University who are required to conduct research or provide graduate educational activities as part of their employment and are eligible to supervise students/trainees

The responsibilities may include:

- Participating as a thesis advisor;
- Participating as an advisor 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 and/or comprehensive examination;
- Preparing students for and/or 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.

Adjunct members:

Adjunct members in the FGS are external experts or professionals who provide specialized expertise to graduate programs and have received the designation of Adjunct Professor at Brandon University (i.e., through procedures outlined in the Senate Policy on Adjunct Professors at Brandon University).

The responsibilities may include:

- Participating as a thesis advisor;

- Participating as an advisor 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 and/or comprehensive examination;
- Preparing students for and/or participating as a juror for a recital;
- Maintaining a high level of scholarship and research during their appointment.

Associate members:

Associate Members contribute to graduate education for limited periods of time (up to three years) and for a specific graduate student or project. Independent supervision of students or projects is not permitted.

The responsibilities may include:

- Participating as an internal or external member of a Thesis Committee;
- Teaching or participating in the delivery of a graduate course;
- Participating as a reader on a research project or comprehensive examination;
- Preparing student for and/or participating as a juror for a recital;

7. Application and Renewal Process

Initial Application: Prospective members must submit a detailed application, including a CV, evidence of scholarly activity, and a statement of intent outlining their contributions to graduate education.

Review and Approval: Applications are reviewed by the FGS Membership Committee, which makes recommendations for approval.

Renewal: Associate and Adjunct Memberships are subject to periodic review, typically every five years, to ensure continued compliance with criteria.

 FGS membership applications will be considered at the Senate GSC monthly meetings.

Individuals seeking membership or membership renewal in the FGS will submit a letter of application to the Dean of their Faculty/School through the online application process at: <https://www.brandonu.ca/graduate-studies/faculty-of-graduate-studies-committee-membership-application/>

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

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

Upon receipt of the Dean’s notice of approval, the application is added to the next Senate GSC meeting agenda.

If approved at the Senate GSC, the Senate/Graduate Studies Office will forward a letter of membership confirmation to the applicant and copy the appropriate Dean.

A list of memberships in need of renewal will be distributed at the Senate GSC 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/

8. Revocation of Membership

Full membership in the FGS is valid as long as the member remains a tenured or tenure-track employee of the University.

Appointment to Adjunct Professor shall be for a term of up to three years. The appointment may be renewed at the expiration of the term.

Any membership may be revoked for failure to meet the criteria, unethical behavior, or non-compliance with institutional policies. Such decisions are made following thorough review and due process.

A member may submit a request for voluntary revocation at any time.

The Faculty of Graduate Studies values the contributions of its members and is committed to supporting their ongoing development as educators, researchers, and mentors. By maintaining these membership criteria, FGS ensures the highest standards of excellence in graduate education.