

# Revised Document Re: Membership to the Faculty of Graduate Studies

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## 1.0 General Criteria and Procedures for Membership in the Faculty of Graduate Studies (FGS)

1.1 Only members of the Faculty of Graduate Studies may be involved in graduate supervision.

1.2 Members of the Faculty of Graduate Studies will be those persons appointed to the Faculty of Graduate Studies by a FGS Membership Committee. Members will normally be of the rank of Assistant Professor or above; possess a Ph.D. 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.

## 2.0 Faculty of Graduate Studies Membership Categories

### 2.1 Non-Core Membership

Describes individuals providing limited graduate educational activities for limited time periods.

#### Qualifications:

Appropriate scholarly, creative and/or professional record commensurate with the program activities and the nominee's responsibilities. Limited to the period of graduate activity (up to three years).

#### Responsibilities:

- Participation as Thesis Supervisory Committee member
- Participation as an Internal Examiner for thesis/dissertation
- Graduate course activities: includes all teaching activity incorporated under a graduate course number, such as instruction or service as a second reader on research projects and instructor involvement in practicum courses, internships/co-ops and field courses
- Participation as a reader on a major research paper and/or PhD comprehensive examination
- Organizing/conducting/evaluating graduate colloquia, presentations, exhibitions, seminars, field trips/excursions

### 2.2 Categories of Core Membership

#### 2.2.1 Core Master's

Describes individuals providing graduate educational activities on a continuing and substantial basis.

#### Qualifications:

- Ph.D. degree or other terminal degree appropriate to the discipline

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- 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 or performance

### Responsibilities:

- Participation as a member of thesis/dissertation Supervisory Committee
- Participation as an Internal Examiner for a thesis/dissertation
- Participation as an External Examiner for a thesis/dissertation
- Supervisor of a master's thesis
- Supervisor of a master's project, cognate paper or portfolio
- Graduate Course Activities: includes all teaching activity incorporated under a graduate course number, such as instruction or service as a second reader on research projects and instructor involvement in practicum courses, internships/co-ops and field courses
- Participation as a reader on a major research paper and/or Ph.D. comprehensive examination
- Organizing/conducting/evaluating graduate colloquia, presentations, exhibitions, seminars, field trips/excursions
- Serving as a General or curriculum advisor for a graduate student (general mentoring – program counselling for students regarding course selection, career paths)
- Chair a doctoral defense, and comprehensive and qualifying exams
- All Doctoral activities except Doctoral supervision

### 2.2.2. **Core Doctoral**

#### Qualifications:

- Ph.D. degree
- An appropriate track record of peer-reviewed research publications or other evidence of peer-reviewed scholarly productivity appropriate to the discipline
- An established program of research or performance, e.g., a juried performance piece
- A record of successful participation in graduate education (such as teaching a graduate course or serving on a thesis committee)
- Satisfactory supervision of at least one master's thesis (or other appropriate experience in graduate education and research).

#### Responsibilities:

- In addition to all activities listed under Core Master's, supervisor of a doctoral dissertation

3.0 There shall be a Faculty of Graduate Studies Membership Committee established within each Faculty (that has graduate programs) responsible for establishing and disseminating clear criteria for membership in the Faculty of Graduate Studies.

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Each committee will meet up to three times annually, as needed, normally in October, February and June.

Each Committee shall consist of:

- The Dean of the Faculty, who shall serve as the committee chair (voting);
- Three tenured faculty members from within the Faculty who are members of the FGS, to be elected annually by the full time members of the Faculty (voting). No more than one of these members shall be from the same department in the Faculties of Engineering; Health and Behavioural Sciences; Science and Environmental Studies; and Social Sciences and Humanities;
- One member external to the Faculty who shall be elected annually by the full time members of the Faculty from a list of Graduate Coordinators across the university (voting); and
- The Dean of Graduate Studies, or designate, (voting).

Where the Dean of the Faculty is not the applicant's immediate supervisor, the immediate supervisor will attend the deliberations for that candidate as a non-voting member of the Committee.

Where the Dean of the Faculty is the applicant's immediate supervisor, the Graduate Coordinator/Graduate Chair will attend the deliberations for that candidate as a non-voting member of the Committee.

3.1 Apprehension of Bias: If an applicant can successfully demonstrate to the Chair, prior to the meeting of the Membership Committee, that a Committee member is biased and, therefore, incapable of rendering a fair judgment, that Committee member shall be excused from the Committee and be replaced for the purpose of that applicant's particular vetting/hearing.

4.0 Faculty members who wish to seek membership in the Faculty of Graduate Studies will submit an application to the Faculty Dean by September 1<sup>st</sup>, January 2<sup>nd</sup> or May 1<sup>st</sup> using the specified form.

4.1 The Graduate Coordinator/Graduate Chair will submit a Membership Nomination Form and Curriculum Vitae in OCGS format prepared by the applicant. In the case of new applicants or those requesting a change in status, the Graduate Coordinator/Graduate Chair or the applicant's immediate supervisor will write a Letter of Recommendation. The Letter of Recommendation should outline how the applicant meets the membership criteria and how s/he contributes to the graduate program.

4.2 The FGS Membership Committee will review all applications received by the deadlines in 4.0; make a decision (at least 3 positive votes, one of which must be a decanal vote, are required for a positive decision) and forward its decision and reasons for the decision to the Dean of Graduate Studies, who will communicate the results to

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the applicant, the immediate supervisor, the Graduate Coordinator, and the Office of the Registrar.

4.3 Core membership in the Faculty of Graduate Studies is in effect for up to seven years and will be harmonized with the program reviews undertaken by the academic unit in accordance with requirements of OCGS or its equivalent. Non-core membership in the Faculty of Graduate Studies is in effect for up to three years.

4.4 Each newly appointed faculty member will be granted admission to the Faculty of Graduate Studies for one year at the non-core membership level. S/he may elect to apply for a different category as soon as the faculty member receives his/her letter of appointment.

4.5 The Office of Graduate Studies will be responsible for maintaining a list of the members of the Faculty of Graduate Studies, and will provide to the FGS Council the list of those recommended for membership.

### 5.0 Appeal

5.1 An applicant for membership in the Faculty of Graduate Studies may appeal the decision of his/her Faculty of Graduate Studies Membership Committee, within 15 working days, through application to the Faculty of Graduate Studies Membership Committee of another Faculty, selected by the Dean of Graduate Studies. A meeting to hear this appeal will be held within one month of the application and the member and his/her immediate supervisor may attend this meeting. The decision of this appeal committee is binding.

5.2 An unsuccessful applicant has the right to re-submit his/her application in the following academic year.

### 6.0 Adjuncts

This policy will not replace the senate policy on adjunct professors.

#### **External**

External Adjuncts may apply for membership in the FGS as Core or Non-Core members.

#### **Internal**

A member of the FGS may become a core graduate faculty member of any other Lakehead University graduate program with permission of that graduate program. The list of core graduate faculty will be maintained by each graduate program coordinator/chair and communicated to the Dean of Graduate Studies in August of each year.

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7. All core membership in FGS will continue until the next review cycle.

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