



## FACULTY PARTICIPATION IN GRADUATE STUDIES

### Introduction

Because of the evolution of TRU from a college to a university college, and then to a university, faculty members and Open Learning Faculty Members (OLFM) have a variety of credentials consistent with their original appointment. In becoming a university with developing graduate programs, TRU requires a mechanism for administering participation in graduate programs, while respecting the differences in credentials and career paths as the institution evolved.

### Justification

- To maintain standards consistent with the university designation;
- To aim for inclusion by providing three entry points for faculty participation, and allowing for adjunct participation.
- To comply with TRU's accreditation requirements as members of the Canadian Association for Graduate Studies and the Council of Graduate Schools.

### Graduate Instruction and Supervision

To participate in graduate studies, applicants must first be recommended by the appropriate Graduate Program Committee, then by the Dean, then by the GSC, then be approved by the AVP, Research and Graduate Studies under one of the categories below.

Faculty and OLFMs whose *curricula vitae* are to be included in new graduate program proposals must first be approved under these criteria before they can be included in a program proposal document.

Sessional faculty members who are qualified to teach in graduate studies will be appointed as either Graduate Course Instructors or Associate Graduate Instructors / Co-Supervisors for the duration of their appointment.



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**Graduate Course Instructor**

**NOTE:** *This category applies only to professional or applied Master's degrees, in which up to 25% of the courses may be delivered by faculty members in this category.*

Function:

- 1) Teach graduate courses face-to-face or on-line;
- 2) Tutor graduate students;
- 3) Co-supervise graduating or capstone projects;
- 4) Serve as a second reader or committee member for graduating or capstone projects;
- 5) May not teach courses directly related to the thesis, such as research methods or preparing a thesis proposal.

Education:

- Normally holding terminal qualifications or equivalent in their discipline and normally must possess a minimum of a relevant Master's degree.

Research Qualifications:

- Evidence of a current and ongoing commitment to research and scholarship or outstanding current and ongoing involvement in relevant professional practice that is the equivalent of academic scholarship as outlined in the promotion and tenure documents for the relevant department or faculty.

Eligibility:

- TRU faculty member, OLFM, emeritus faculty member, adjunct faculty member, or otherwise qualified TRU staff.

**Associate Graduate Instructor / Co -Supervisor**

Function:

- 1) All of the activities associated with the Graduate Course Instructor category, plus
- 2) Co-supervise graduate student theses in collaboration with a Full Graduate Instructor/Supervisor;
- 3) Supervise graduating or capstone projects;
- 4) Be a member of theses supervisory committees, graduate program committees and examination committees; and
- 5) May teach courses directly related to the thesis, such as research methods or preparing a thesis proposal.

Eligibility:

- TRU faculty member, OLFM, emeritus faculty member, adjunct faculty member or otherwise qualified TRU staff

Education:

- Normally holding terminal qualifications or equivalent in their discipline and normally must possess a minimum of a relevant Masters degree.

Research Qualifications:

- Evidence of a current and ongoing commitment to research and scholarship.

**Full Graduate Instructor/Supervisor**

Function:

- 1) All of the activities associated with the Graduate Course Instructor category and the Associate Graduate Instructor / Co-Supervisor category, plus



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- 2) Supervise graduate student theses, projects and internships; and
- 3) Chair theses supervisory committees, graduate program committees, examination committees.

Eligibility:

- Tenured or tenure track TRU faculty member, OLFM, or otherwise qualified TRU staff.;

Education:

- Hold terminal qualifications or equivalent in their discipline.

Research Qualifications:

- A substantial record of peer-reviewed and disseminated research, scholarly activity and/or production of creative works;
- Active in their profession or discipline; and
- Preferably supported by a successful record of securing external funding.

## **APPROVAL PROCESS**

### **Application Process**

1. Applications should be submitted to the Chair of the appropriate Graduate Program Committee (GPC):
  - a. A CV demonstrating how the applicant satisfies the qualifications to be a Full Graduate Instructor/Supervisor or an Associate Graduate Instructor/Co-Supervisor or a Graduate Course Instructor, highlighting recent (last 6 years) activity in post-secondary teaching, relevant professional experience, research, scholarship and creative works; and
  - b. A cover letter indicating the level of participation the applicant wishes to be considered for, and how the applicant meets the criteria for the specified level of participation.
2. The committee will forward their recommendation to the appropriate Dean for consideration of the recommendation. Within one month of receiving an approval recommendation from a GPC the Dean will forward approval applications that the Dean supports and a letter or email indicating decanal support to the GSC (c/o the Office of Research and Graduate Studies) for consideration by the GSC.
3. The GSC will give its recommendation to the AVP, Research and Graduate Studies within 2 months of receiving the Dean's recommendation.
4. The AVP, Research and Graduate Studies will render a decision within one month of receiving the recommendation from the GSC. If approved, the term of the appointment is up to five years.



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## **RENEWAL OF APPROVAL**

The Office of Research and Graduate Studies will keep records of when approved graduate supervisors' appointments are to expire. Prior to this date the AVP, Research and Graduate Studies will request an updated cv. At the discretion of the AVP, the supervisor will either be re-appointed for a new term of up to five years, or alternately the AVP may ask the applicant to reapply via the normal appointment pathway, starting with the relevant Graduate Program Committee.

## **WITHDRAWAL OF APPROVAL**

Recommendations to withdraw the approval can be initiated by the relevant Graduate Program Committee, by the Dean or by the DPD. Recommendations for withdrawal of approval to participate in graduate studies at TRU should follow the same process as applications for approval: GPC then Dean then GSC then AVP, Research and Graduate Studies.

**FUNCTIONS OF THE 3 INSTRUCTOR/SUPERVISOR CATEGORIES – AT A GLANCE**

Function	Graduate Course Instructor/ Facilitator	Associate Graduate Instructor / Co-Supervisor	Full Graduate Instructor/ Supervisor
<b>TEACHING:</b>			
Teach graduate courses or facilitate online graduate courses			
Tutor graduate students			
Teach courses directly related to the thesis, such as research methods or preparing a thesis proposal			
<b>GRADUATING OR CAPSTONE PROJECTS</b>			
Co-supervise graduating or capstone projects			
Serve as a second reader or committee member for graduating or capstone projects			
Supervise graduating or capstone projects			
<b>INTERNSHIPS</b>			
Co-supervise internships			
Supervise internships			
<b>SUPERVISORY COMMITTEES</b>			
Be a member of theses supervisory committees, graduate program committees and examination committees			
Chair theses supervisory committees, graduate program committees, examination committees			
<b>GRADUATE THESES</b>			
Co-supervise graduate student theses in collaboration with a Full Graduate Instructor/Supervisor			
Supervise graduate student theses			