



Office of Graduate Studies

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Policy on Graduate Faculty Appointments

March 2014

Category: General

Approval: Trent University Senate

Note: This policy is meant to be read in conjunction with the following Senate Approved policies.

Nothing in this policy contravenes or supersedes these policies:

- The Criteria for Membership in a Graduate Program (approved by Senate December 2006)
- The Honorary Appointments Policy (approved by Senate April 2012)

There are three categories of Graduate Faculty at the Trent University. Each category of Graduate Faculty contributes to graduate education. The categorization of Graduate Faculty is intended to ensure that the University's expectations for an individual's engagement in graduate education are clear to both faculty members and students.

The intent of this policy is to clarify the various roles that are assumed in the supervision of graduate students. To participate as a supervisor or a co-supervisor of a graduate student, it is necessary to be approved by the Graduate Studies Committee as either a regular or Adjunct graduate faculty/Adjunct graduate and research faculty member.

Regular Graduate Faculty:

Regular Graduate Faculty are tenured and tenure stream faculty at Trent University. (Contractually limited appointments are not included in this category — see Adjunct graduate faculty/Adjunct graduate and research faculty and Special Graduate Faculty.) Regular Graduate Faculty are expected to hold a PhD or the most senior degree in their particular area of expertise with an appropriate level of scholarship. Exceptions to these requirements must be accompanied by justification to the Graduate Studies Advisory Committee on Appointments, outlining the nature and extent of the experience or other training that equips the nominee for membership of Regular Graduate Faculty. To retain active status, individuals nominated to Regular Graduate Faculty must be involved on a regular basis with aspects of graduate education including supervising students (as principal supervisor or as co-supervisor) and examining students and teaching graduate courses. Programs are expected to provide support in the form of mentoring for faculty newly appointed to the University who do not possess previous experience supervising students. As part of the commitment to mentoring, a newly appointed Regular Faculty Member may be required to serve as co-supervisor linked in the early part of his/her career with a more experienced Faculty Member. Such decision shall normally not extend beyond three years from the date of appointment. Any conditions of membership in the School of Graduate Studies for new appointments of Regular Graduate Faculty must be included in the nomination for membership and will be reflected in letters of appointment. Every seven years, or when a Quality Assurance external review takes place, Regular Graduate Faculty will be asked by the director of the graduate program if they wish to be reappointed. Applications for reappointment should include a report on their past contributions to the graduate program, their anticipated future contributions, and an updated curriculum vitae.

Adjunct Graduate Faculty/Adjunct Graduate and Research Faculty:

The appointment of Adjunct Graduate Faculty recognizes the involvement in the intellectual and supervisory activities of a graduate program(s). Adjunct Graduate Faculty are appointed to serve as co-supervisors and may participate in all other aspects of graduate education, but they may not serve as

primary supervisors without the approval of the program director and the Dean of Graduate Studies. Adjunct Graduate Faculty status is not intended for members of the tenure stream of faculty at Trent University, but rather, as stated in the University's Senate policy on Honorary appointments, this title is intended for persons who are academically qualified to participate in the work of the University but who are not permanent employees of Trent University. Examples would include Professor Emeritus/Emerita, individuals who hold contractually-limited appointments at Trent University, individuals who hold membership in a school or faculty of graduate studies at an accredited university, and individuals who hold a senior academic degree in their particular area of expertise and have appropriate research experience. Programs are expected to provide support for the recommendation for Adjunct Graduate Faculty that is appropriate to the particular nominee, including the graduate student supervisory experience and role(s) in the graduate program. Appointments are for a limited term up to a maximum of five years or the next cyclical review depending on the nature of their relationship to Trent, and are renewable upon application and a satisfactory performance review conducted by the host Program. The letter of appointment for Adjunct Graduate Faculty, from the Dean of Graduate Studies, will include the program(s) assigned to, the duties and responsibilities expected, and the length of the appointment. In cases where the nominee is recognized for significant scholarship and activity in research as well as involvement in significant research activities at the University, including the acquisition of external funding, and with a positive recommendation from the VP Research and Innovation, the appointment will be made as an Adjunct Graduate and Research Faculty. The letter of appointment for Adjunct Graduate and Research Faculty, from the Dean of Graduate Studies, will also include the expectation that the nominee will apply for external research funding.

Special Graduate Faculty:

Special Graduate Faculty are appointed for a specific task in support of a graduate program, such as teaching a graduate course, serving on a supervisory committee or an examination committee, but they may not serve as supervisor or co-supervisor. Special Graduate Faculty are reviewed and appointed by a Program. The roles and responsibilities of the nominee will be defined by the Program in which they are serving. Programs will define the responsibilities to the nominee in writing and will report all such appointments to the Secretary to the Graduate Studies Committee. Although senior academic qualification and experience is desirable for Special Graduate Faculty, this is not essential. The term will be consistent with the nature of the appointment but will not normally exceed three years for a Master's program and 5 years for a Ph. D. program.

Normally, graduate students are not permitted to serve as graduate course instructors. Any exception to this must be approved by the Dean of Graduate Studies. Graduate students are also not permitted to serve as members on either the supervisory or examination committees of another graduate student. Research associates and post-doctoral fellows may not serve as supervisory committee members for students supervised by their faculty advisor and/or supervisor and may not be involved in any course evaluation for students supervised by their faculty advisor and/or supervisor.

Below to be revised:

Approved by Graduate Studies Committee: February 6, 2014.

Approved at Senate: March 2014.