

## Graduate Supervision Appointments Policy

### Preamble

In this document, the term Graduate Supervisor refers to those who supervise graduate students in their thesis research. This document considers two groups: those who are full-time faculty employees of the university (Instructors, Assistant, Associate and Full Professors) and those who are not (such as Professors Emeriti, Distinguished Research Professors, Adjunct Professors and Adjunct Research Professors). No process beyond their appointment is required for tenure-track professors to be granted supervisory privileges. While professoriate employees are automatically granted sole supervisory status at the Master's level, certain restrictions apply to non-employees and for doctoral supervision (see articles 1 to 3). The granting of graduate supervision status confers membership in the Faculty of Graduate and Postdoctoral Affairs. Generally, members of the FGPA may supervise graduate students only in the academic program(s) in which they have formally been granted supervisory privileges. In other cases, they may only co-supervise with a member from the program. Exceptions may be made with permission of the program Chair or Director and the Dean of FGPA.

### 1. Supervisory Privileges for Full-Time Employees

- A) Master's supervision: All levels of Professors (Assistant, Associate, and Full) have full privileges for sole supervision.
- B) PhD supervision: All levels of Professors must have tenure and a doctorate for sole supervision; otherwise, they require a co-supervisor who meets the conditions for sole supervision.
- C) When a faculty member indicates their intention to retire, they may continue to supervise students already in program, but would require a co-supervisor for any new students that could not complete their program before the date of retirement. (See Section 2 below for rules for retired professors.)
- D) Post-doctoral Fellows cannot supervise or co-supervise Master's or PhD students, but can serve on advisory committees.
- E) It is understood that Instructors do not receive supervisory status. Under exceptional circumstances, the Dean of FGPA may approve such supervisory status in consultation with the Line Dean.

No one may supervise a student with whom they have a conflict-of-interest, either because they are family members (immediate or extended) or any other non-academic relationship. See the University Conflict of Interest policy: <https://carleton.ca/secretariat/wp-content/uploads/Conflict-of-Interest-and-Commitment.pdf>

### 2. Supervisory Privileges for Non-Full-Time Employees

Experts who are not full-time employees of the university, including but not limited to Professors Emeriti, Distinguished Research Professors, Adjunct Research Professors, Indigenous Knowledge Keepers, and faculty members at other universities with comparable status in their home institution, may be granted co-supervision status with a member of the program. Requests by an eligible Carleton professor for a co-supervisor who is not affiliated with the university, must include a copy of the individual's CV and a specific rationale, and must be submitted to the Chair or Director of the program, for approval by the program and by

FGPA. Please consult:

<https://gradstudents.carleton.ca/resources-page/thesis-requirements/graduate-supervision-appointments-policy-2/> and <https://carleton.ca/secretariat/wp-content/uploads/Honorary-Ranks-Policy.pdf>

While Distinguished Research Professors may be granted sole graduate supervisory status, Professors Emeriti, and Adjunct Research Professors will be required to have a co-supervisor, who is a tenured faculty member of professorial rank (who may be nominal), to act as a point of contact with the University. (See “Guidelines regarding Nominal Co-Supervisions with Adjunct Professors and Adjunct Research Professors” at <https://gradstudents.carleton.ca/guidelines-regarding-nominal-co-supervisions-with-adjunct-professors-and-adjunct-research-professors/>)

### 3. Supervisory Privileges in Joint Institutes/Programs

Full-time professors employed at the University of Ottawa or at Trent University who are involved in joint institutes/programs and have supervisory privileges at those institutions are automatically granted co-supervisory privileges in the relevant programs(s) at Carleton. Adjunct Research Professors and other non-employees affiliated with a joint institute/program through the U of O or Trent, and who have supervisory privileges at those institutions, are automatically granted co-supervisory privileges in the relevant program(s) at Carleton (may be nominal). When co-supervisory privileges are granted, a full-time Carleton faculty member must be assigned as co-supervisor. Furthermore, the membership of advisory committees for doctoral candidates must adhere to the agreed upon regulations of joint institutes/programs.

### 4. Supervisory Privileges Subject to Review

The Dean of the Faculty of Graduate and Postdoctoral Affairs reserves the right to:

- (i) examine the curriculum vitae of eligible supervisors during the cyclical review of existing graduate programs and to suspend the privilege of graduate supervision in the case of those faculty members who have ceased to be active in research and supervision;
- (ii) reinstate supervisory privileges for a limited number of years pending review those faculty members whose privileges were previously suspended;
- (iii) examine the research productivity of any faculty member at any time with respect to the suitability of the faculty member as a graduate supervisor;
- (iv) remove supervisory privileges under exceptional circumstances should there be clear evidence of chronic failure on the part of a faculty member to provide adequate supervision.

Before supervisory privileges are withdrawn under **rubric (i)**, a preliminary inquiry will be conducted by the Associate Dean (Student and Postdoctoral Affairs) to determine whether there are extenuating circumstances. Upon receipt of Associate Dean’s report, the Dean of FGPA will discuss such cases with the relevant line Deans, before actions are taken. The faculty member will have the right to make representation before the Dean of FGPA and the relevant line Dean.

Detailed procedures for the removal of supervisory privileges under **rubric (iv)** – chronic failure to provide adequate supervision – can be found at <https://gradstudents.carleton.ca/wp-content/uploads/Procedures-to-ascertain-an-allegation-of-consistent-failure-to-provide-adequate-thesis-supervision-14-Feb-20131.pdf>