What is a graduate supervisor profile?

- As a graduate supervisor, your supervisor profile is a key tool for recruiting potential graduate students.
- Your profile gives you space to share your research interests and state what you look for in graduate students wanting to work with you.
- Your profile shows which degrees and programs you can supervise. For each degree/program, you can state whether you are seeking students or unavailable.
- The profiles also include a contact form for students to connect with you.

Why is it important to complete and maintain a supervisor profile?

- Supervisor profiles appear on the degree detail pages found on the FGS Future Students website (see Figure 1). Prospective students use the site’s “explore programs” page to identify degree programs of interest. Thesis-based degree detail pages each include a list of supervisors.
  - If your profile is not completed, it will not appear on any degree detail pages.
  - Not having a profile raises the risk that potential students may not discover you as a potential supervisor.
  - Programs with degree detail pages that list few supervisors may find that they receive fewer inquiries or applications.
Completing and maintaining a supervisor profile

1. Log in
   • Go to grad.ucalgary.ca/user/login.
   • When prompted, enter your IT email address (ie, your regular UCalgary email).
   • You will be taken to a login page; use your CAS login.

2. Open your supervisor profile
   • Click on the link for your supervisor profile (see Figure 2).
   • Once you are on your profile page, you will see a row of tabs across the top left, below the FGS website navigation. Click on ‘Edit’ (Figure 3).
3. Editing the basics

- Fields marked with a red asterix are required.
- Your first/last name fields should be auto-filled.
- Enter abbreviated credentials (ie, BA, MA, PhD etc)
- Enter long-form credentials. Most supervisors include their degrees and alma maters.

**IMPORTANT:** Do **NOT** make any changes to settings in the box on the right side of the ‘Edit’ page. This box includes Menu Settings, URL Redirects, Simple XML Sitemap, URL Alias, Authoring Information, Promotion Options and Teams. These settings are used by the web administrator(s) responsible for the FGS website.
4. Profile picture

- Click on ‘Choose file’ to upload a photo.
- Photos should be of good quality, larger than 300x300 pixels, but not larger than 100mb.
- If possible, choose a photo in which your face is closer to the centre of the frame than to the edges. This will work better with the way Drupal 8 displays thumbnails on the degree detail pages.
- You can crop the photo once you’ve uploaded it (Figure 5).
5. Research areas (Figure 6)

- You can add information about your areas of research. Click on the ‘Add Supervisors - Areas of Research’ button and you will be given two new fields to complete: Topic and Description. You can add additional fields for additional research areas (Figure 7).

Figure 6

Areas of Research

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Add Supervisors – Areas of Research

Supervising Degrees

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Add the degree(s) that you supervise.

Add Supervisors – Supervising Degrees

More Information

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Add Supervisors – More Information

Figure 7

AREAS OF RESEARCH

Supervisors – Areas of Research

Topic *

Biochemistry, Immunology, Cell Biology, Comparative Biomedical Sciences

Description

The Yates lab adopts an interdisciplinary approach to cell biology of antigen presenting cells as it pertains to normal immune function and disease. Our philosophy is simple: be curious; discover novel cellular processes; and apply this new knowledge using animal models to better understand disease and potential therapeutic interventions. Our research has been applied to viral and bacterial diseases, autoimmune disease such as rheumatoid arthritis, cancer, occupational respiratory disease, gastrointestinal dysfunction, and drug and vaccine technologies. The Yates lab environment for graduate students equips them with perspectives that differentiate them from traditionally-trained, discipline-restricted
6. Supervising degrees (Figure 6)

- You must select at least one degree that you can supervise. Otherwise, your profile will not appear anywhere.
- After clicking on the “Add Supervisors - Supervising Degrees” button, you will see three fields: degree program, degree level, and status.
- For Degree program (Figure 8), start writing the name of the program (ie, history, clinical psychology, mechanical engineering etc). Once you start writing, autofill options should appear. Choose the appropriate program from the autofill list.
- For Degree level, begin typing “masters” or “doctoral” and then select the appropriate degree level from the autofill list.
- Choose your status from the Status drop-down list.
- Add more supervising degrees as needed (Figure 9)!

Remember, you must have supervisory privileges for each program/degree level that you enter. If you are not sure of your privileges, contact the Faculty of Graduate Studies.
7. More information (Figure 6)

- Click on the “Add Supervisors - More Information” button to add fields that allow you to share a link to a website (Figure 10).

8. Working with this supervisor and Related supervisors

- Use this field to state your preferences and expectations for grad students that are interested in working with you.
- Check the ‘Display Contact Form’ check box (Figure 11) to include contact forms that potential students can use to get in touch with you.
- If you know of a colleague with similar research interests and who also has supervisory privileges, you can use the ‘Related Supervisors’ button to add a list of contacts for those supervisors.
9. Publish and Save

- You can save your profile without publishing it by clicking on ‘Save’ at the bottom of the profile page. Use this option if you want to save your profile before it is complete and ready to be published.
- Click on the ‘Published’ checkbox and then ‘Save’ when you are ready to have your profile appear on the program details pages that you specified in the ‘Supervising Degrees’ section.

Questions and troubleshooting: please contact webgrad@ucalgary.ca