Faculty of Graduate Studies (FGS)

Supervisory Renewal

Administrative Delegate (Department Head/Associate Dean) Guide

May 15, 2023
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Introduction

About

Under the current University of Calgary Graduate Student Supervision Policy, supervisory privileges are granted for a five-year renewable term. If it has been at least five years since a faculty member’s supervisory privileges were renewed or since they were approved for supervisory privileges, they will be required to complete the renewal process.

Administrative Delegates (typically Department Heads and Associate Deans) serve as the second reviewer for each renewal request.

Important Reminders

Supervisors have the option to choose if they would like to renew their supervisory privileges, request to change their role, put the renewal process on hold for a year (if currently on an official leave), or not renew their supervisory privileges. While a Graduate Program Director may consult to the Administrative Delegate for any of these situations, only requests for renewal come to the Administrative Delegate for review.

If a supervisor has requested to renew their supervisory privileges, and you have concerns regarding their supervisory activities, you have the option to recommend that they undergo a Formal Evaluation of their Supervisory Privileges. The GPD and Administrative Delegate (Department Head/Associate Dean) must agree on a recommendation for renewal or Formal Evaluation. If you are unsure if a Formal Evaluation is necessary, contact an FGS Associate Dean at adstudents@ucalgary.ca.
Accessing the Supervisory Renewal Webform

1. Log in to the my.ucalgary.ca portal.

2. Scroll down to the **Supervisor Renew Requests** heading in the **Tasks** section.

3. Click on the name of the Supervisor whose request you would like to review.
Reading the Webform

1. The **Supervisor Details** section provides an overview of the supervisor’s supervisory history, including a list of all programs where they currently hold supervisory privileges.

2. Click the **Supervisory History Report** button to open a PDF of the supervisor’s current and previous students. Make sure that pop-ups are enabled to view the Supervisory History Report.

3. In the **Request Details** section, the **Request Type** line shows the supervisor’s desired outcome for the renewal process. If the Formal Evaluation box is checked, the Graduate Program Director has indicated that they have concerns about the supervisor and would like them to go through a formal evaluation process to determine if their supervisory privileges will be renewed.

4. If the supervisor has indicated that they would like to renew their supervisory privileges, the **Comment History** box includes their answers to three questions related to their supervisory history and approach to supervision.

5. You can view these questions by clicking the **Supervisor Question** link.

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*Please note that all comments can be read by the supervisor and all parties accessing this webform.*
6. The GPD’s selection from a list of prepopulated comments will be found at the end of the Comment History.

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Approver Comments**

Please note that all comments can be read by the supervisor and all parties accessing this webform.

* Supervisor Questions?  

2023-05-09 11:21:16 Added by [Name]: This request has been reviewed and approved.
Reviewing a Recommendation for Renewal

Supporting the Recommendation for Renewal

1. If you have no concerns regarding the supervisor and would like to support the GPD's recommendation that their supervisory privileges be renewed for a five-year term, select Request is Approved from the Approver Comments dropdown menu.

2. Click Approve to move the webform to the next person in the Approval sequence. This will now go to the Faculty of Graduate Studies Dean for final approval.
Pushing back the Request for more information from the supervisor

1. If, after reviewing the supervisor’s answers and GPD’s recommendation, you feel that more information is required from the supervisor, select **Additional Info is Required** from the **Approver Comments** dropdown menu. The Approver Comments do not allow you to provide any additional details about the information that is required, so you may need to follow up with a clarification email specifying what you are looking for.

2. Click the **PushBack** button.

3. This will push the form back to the GPD, who will in turn need to return the form to the Supervisor.
Pushing back the Request to the GPD for further discussion

If you feel that a further discussion is required prior to making a recommendation on the supervisor’s renewal request, you may choose to initiate that discussion outside of the Supervisory Renewal webform and leave the form in your Worklist until after the discussion has occurred.

Follow the instructions below if you would like to initiate the discussion through pushing back the webform.

1. If, after reviewing the supervisor’s answers and GPD’s recommendation, you feel that a conversation with the GPD is required, select Discussion is required from the Approver Comments dropdown menu. The Approver Comments do not allow you to provide any additional details about the information that is required, so you may need to follow up with a clarification email specifying what you are looking for.

2. Click the PushBack button.

3. This will push the form back to the GPD, who will in turn return the form to the Supervisor if required.
Recommending Formal Evaluation

A recommendation for a Formal Evaluation of Supervisory Privileges must be approved by both the Graduate Program Director and Administrative Delegate. You will not be able to check the Send for Formal Evaluation checkbox after the GPD has recommended renewal.

If the Graduate Program Director has recommended that the supervisor’s privileges be renewed, and you feel that a Formal Evaluation is necessary, it is recommended that a discussion take place before updating the supervisory renewal form.

If you have concerns regarding a supervisor but are unsure if they require a Formal Evaluation or you are unable to reach a consensus with the GPD on whether a Formal Evaluation is required, consulting with an FGS Associate Dean at adstudents@ucalgary.ca is strongly recommended.

1. Select Discussion is required from the Approver Comments drop down menu.

2. Click the PushBack button
Reviewing a Recommendation for Formal Evaluation

A recommendation for a Formal Evaluation of Supervisory Privileges must be approved by both the Graduate Program Director and Administrative Delegate. You will not be able to override a GPD’s recommendation for Formal Evaluation.

If the Graduate Program Director has recommended a formal evaluation, and you feel that a Formal Evaluation is unnecessary, it is recommended that a discussion take place before updating the supervisory renewal form.

If there is a disagreement on whether a Formal Evaluation is necessary, consulting with an FGS Associate Dean at adstudents@ucalgary.ca is strongly recommended.

Supporting a Recommendation for Formal Evaluation of Supervisory Privileges

1. If, after reviewing the supervisor’s record and GPD’s recommendation, you agree that a Formal Evaluation of Supervisory Privileges is the best course of action, select Request is Approved from the Approver Comments drop down menu.

2. Click the Approve button.

Once a GPD and Administrative Delegate have both confirmed the request for formal evaluation, an FGS Associate Dean will be notified and will follow up with the GPD about next steps. The renewal request in PeopleSoft will remain dormant until the outcome of the formal evaluation is determined.
Pushing back a Recommendation for Formal Evaluation of Supervisory Privileges

1. If, after reviewing the Supervisor’s history and GPD’s comments, you disagree that a Formal Evaluation is necessary, select **Discussion is required** from the Approver Comments drop down menu.

2. Click the **PushBack button**
When a GPD Resubmits the form

If, at any point in the process, you have clicked PushBack, the GPD will have an opportunity to add additional comments, or an offline conversation may have taken place. Depending on the circumstances, the GPD may have pushed the form back to the supervisor for their additional comments.

If the Supervisor or GPD has provided additional comments

1. Access the resubmitted form following the Accessing the Supervisory Renewal Webform instructions.
2. Review the new information that has been provided. The supervisor’s initial comments will remain at the top of the comment history box. Either read through the entire comment history or scroll down to the new comments at the end of the comment history. Each comment has a date stamp and specifies who made the comment.

4. Based on the new information provided, refer to the appropriate section of this guide for instructions on how to recommend renewal or recommend a Formal Evaluation.