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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.

Graduate Program Directors serve as the first reviewer for each renewal request.

Important Reminders

Direction and guidelines

Supervisors may 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.

If a supervisor holds supervisory privileges in multiple Graduate Programs, make sure to consult with the GPDs of those programs to confirm the appropriate response for each supervisor. Your recommendation will impact the individual’s supervisory privileges for all the programs where they currently hold privileges.

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, please 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.
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.

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.
Reviewing a Request to Renew

1. Review the answers that the supervisor provided in the Comment History box. If a supervisor is resubmitting the request with additional information, their updated responses will be at the bottom of the Comment History box.
2. If the supervisor holds supervisory privileges in multiple Graduate Programs, please consult with the Graduate Program Directors for those programs.
3. If you feel it would be beneficial, you may choose to arrange a meeting with the supervisor as well.

Requesting More Information

1. If, after reviewing the supervisor’s answers, you feel that you require more information 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.

[Images of web forms showing the Approver Comments and the PushBack button]
Recommending Renewal

1. If you have no concerns regarding the supervisor and would like to recommend that their supervisory privileges be renewed for a 5-year term, select **Request is Approved** from the **Approver Comments** dropdown menu.

![Request is Approved](image1.png)

2. Click **Approve** to move the webform to the next person in the Approval sequence.

![Approve](image2.png)

After you approve a renewal request, it will go next to your Administrative Delegate (either Department Head or Associate Dean) for approval, followed by the Dean of the Faculty of Graduate Studies.

Recommending Formal Evaluation

1. If you have concerns regarding the supervisor and would like them to go through a Formal Evaluation process before a decision is made on their supervisory privileges, check the **Send for Formal Evaluation** checkbox. If you have concerns regarding a supervisor, but are unsure if a Formal Evaluation is necessary, please reach out to an FGS Associate Dean at adstudents@ucalgary.ca.
2. Select **Discussion is required** from the **Approver Comments** drop down menu.

![Image](image1.png)

3. Click the **Send for Formal Evaluation** button.

![Image](image2.png)

4. You will receive a pop-up message asking you to confirm that you would like to initiate a formal evaluation of supervisory privileges for the supervisor. Click the **Yes** button to confirm.

![Image](image3.png)

After you initiate a request for formal evaluation, it will go next to your Administrative Delegate (either Department Head or Associate Dean) for confirmation. If your Administrative Delegate approves, an FGS Associate Dean will be notified and will follow up with you about next steps. The renewal request in PeopleSoft will remain dormant until the outcome of the formal evaluation is determined.
Reviewing a Request to Change Role

Change to Non-Board Appointed Supervisor

To be eligible to change to the Non-Board Appointed Supervisor role, all the supervisor’s students must have a co-supervisor who holds a continuing board appointment at the University of Calgary. If a supervisor has left the University of Calgary or transitioned to solely an Adjunct position, the Non-Board Appointed Supervisor role is the most appropriate option. It is recommended that a discussion between the supervisor and GPD take place before submitting a request to make this change.

1. Review the rationale that the supervisor provided in the Comment History box. If a supervisor is resubmitting the request with additional information, their updated responses will be at the bottom of the Comment History box.
2. If the supervisor holds supervisory privileges in multiple Graduate Programs, please consult with the Graduate Program Directors for those programs.
3. If you feel it would be beneficial, you may choose to arrange a meeting with the supervisor as well.

Request Approved

1. If you feel that the Non-Board Appointed Supervisor role is appropriate for the supervisor, select Request is Approved from the Approver Comments dropdown menu.
2. Click **Approve** to move forward with the change of role. The webform will flow to the Faculty of Graduate Studies for processing.

### Approver Comments

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

<table>
<thead>
<tr>
<th>Comments</th>
<th>Approve</th>
<th>PushBack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request is approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Request not Approved

1. If, after reviewing the supervisor’s supervisory history, you feel that the Non-Board Appointed Supervisor role is not appropriate for their current situation, 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.

### Approver Comments

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

<table>
<thead>
<tr>
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<tr>
<td>Additional info is required</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Discussion is required</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request is approved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Click the **PushBack** button.
Change to Committee Member/Examiner

To be eligible to change to the Committee Member/Examiner role, a supervisor cannot be currently serving as a supervisor for any students. It is recommended that a discussion between the supervisor and GPD take place before submitting a request to make this change. If the request is approved, the supervisor will need to undergo the process of being recommended for supervisory privileges again if they would like to return to supervising students.

1. Review the rationale that the supervisor provided in the Comment History box. If a supervisor is resubmitting the request with additional information, their updated responses will be at the bottom of the Comment History box.
2. If the supervisor holds supervisory privileges in multiple Graduate Programs, consult with the Graduate Program Directors for those programs.
3. If you feel it would be beneficial, you may choose to arrange a meeting with the supervisor as well.

Request Approved

1. If you feel that the Committee Member/Examiner role is appropriate for the supervisor, select Request is Approved from the Approver Comments dropdown menu.

2. Click Approve to move forward with the change of role. The webform will flow to the Faculty of Graduate Studies for processing.
1. If, after reviewing the supervisor’s supervisory history, you feel that the Committee Member/Examiner role is not appropriate for their current situation, 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.
Reviewing a Request to Put the Renewal on Hold

Supervisors who are on an approved leave from the University have the option to delay the supervisory renewal process until their leave ends.

Ensure that a Proposed Arrangements for Graduate Student Supervision During Leave form is completed for all supervisors who are on leave from the University.

Request Approved

1. Verify that the supervisor is currently on leave.
2. Select Request is Approved from the Approver Comments dropdown menu.

3. Click Approve to finalize the postponement of the renewal process by one year.
Request not Approved

1. If you determine that the supervisor is not currently on an approved leave, 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.
Reviewing a Request to Not Renew

To be eligible to not renew their supervisory privileges, a supervisor cannot be currently serving as a supervisor for any students. It is recommended that a discussion between the supervisor and GPD take place before submitting a request to make this change. If the request is approved, the supervisor will need to undergo the process of being recommended for supervisory privileges again if they would like to return to supervising students.

1. Review the rationale that the supervisor provided in the Comment History box or refer back to your previous discussion.
2. If the supervisor holds supervisory privileges in multiple Graduate Programs, consult with the Graduate Program Directors for those programs.
3. If you feel it would be beneficial, you may choose to arrange a meeting with the supervisor as well.

Request Approved

1. If you feel it is appropriate for this supervisor to no longer hold supervisory privileges, select Request is Approved from the Approver Comments dropdown menu.

2. Click Approve to finalize the ending of the individual’s supervisory privileges.
1. If, after reviewing the supervisor’s supervisory history, you feel that the supervisor should continue to hold supervisory privileges, 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.
When a Supervisor Resubmits

If, at any point in the process, you have clicked PushBack, the supervisor will have an opportunity to either add additional comments or to change their request type.

If the Supervisor has provided additional comments

1. Access the resubmitted form following the Accessing the Supervisory Renewal Webform instructions.
2. Review the new information that the supervisor has 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 supervisor’s new comment at the end of the comment history. Each comment has a date stamp and specifies who made the comment.

3. Based on the new information that the supervisor has provided, refer to the appropriate section of this guide for instructions on how to recommend renewal or recommend a Formal Evaluation.
If the Supervisor has changed their request type

1. Access the resubmitted form following the Accessing the Supervisory Renewal Webform instructions.
2. The new request will not contain any information or comment history from the supervisor’s previous request. Refer to the appropriate section of this guide for instructions on how to review their new request type.