Supervisory Renewal

Supervisor 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 your supervisory privileges were renewed or since you were approved for supervisory privileges, you will be required to complete the renewal process.

Important Reminders

Direction and guidelines

When you complete the renewal process, you may request to renew your supervisory privileges, change to a different role related to graduate student supervision, put the renewal process on hold for one year (if you are currently on an official leave), or not renew your supervisory privileges. The choice you make will impact your supervisory privileges for all of the graduate programs where you currently supervise.

Requests to renew your supervisory privileges will flow to both your GPD and Administrative Delegate (Department Head or Associate Dean). All other request types (role change/on hold/do not renew) will flow only to your GPD.

If you choose to change your role or not renew your privileges, you will need to go through the approval process a second time if you decide you would like to resume supervision in the future.
Accessing the Supervisory Renewal Webform

1. You will receive an email letting you know when you are required to complete the Supervisory Renewal Process.

Renewal of your supervisory privileges

Dear [Name],

Under the current University of Calgary Graduate Student Supervision Policy, supervisory privileges are granted for a five-year renewable term.

You are receiving this email because it has been at least 5 years since your supervisory privileges were renewed or since you were approved for supervisory privileges. Please follow these steps to complete your renewal prior to June 30, 2023 and ensure continuity of your supervisory privileges:

- Log-in to the UCalgary portal (my.ucalgary.ca) to begin the renewal of Supervisory Privileges process, which is now managed in PeopleSoft.
- Under the Academic dropdown menu, select Faculty Centre in the Direct Access column.
- Once in your Faculty Centre, select Supervisor Details to open the webform where you will be able to renew, change, end, or delay renewal of your Supervisory Privileges.

For more information, please visit the Supervisory Renewal page on the FGS website.

If you believe this notification for the renewal of supervisory privileges was sent to you in error, please contact grad.supervision@ucalgary.ca at your earliest convenience.

Sincerely,

Robin Yates, Dean and Vice-Provost, Graduate Studies
2. Log in to the my.ucalgary.ca portal.

3. Click the Academic link.

4. Click Faculty Centre under the Direct Access heading.
5. Click **Supervisor Details**

6. The Supervisor Details page provides an overview of your supervisory privileges, including the expiry date of your supervisory privileges (1), the Areas of Study where you currently hold privileges (2), and a link to your Supervisory History Report (3). If you have challenges interpreting your Supervisory History Report, refer to the [Supervisory Renewal webpage](#) for more information.
7. When you are ready, click **Start Renewal Process** to open the Supervisory Renewal webform.

![Supervisory Renewal webform screenshot]

- **Alert**
  - Your Supervisory Privileges have expired on: 2021-12-31

- **Renewal Process Instructions**
  - As laid out in the [Graduate Student Supervision Policy](#), Supervisory Privileges are subject to renewal every five years.
  - Before continuing, please click on the "Supervisory History Report" button to download an up-to-date report of your supervisory history. You will need to use this to complete your renewal.
  - Click on "Start Renewal Process" below to begin the process to renew, change, end, or delay renewal of your supervisory privileges. For detailed instructions, please see:
    - **Step 1:** Indicate if you would like to renew your supervisory privileges.
    - If you intend to continue serving as a committee member/examiner but do not intend to serve as a supervisor or co-supervisor select "Change Role".
    - If you are currently on leave (Medical, Personal, RSL, etc.), select "On Hold" to delay the supervisory renewal process by one year OR select one of the other options to continue with the supervisory renewal process.
    - **Step 2:** If you have chosen to renew, please provide brief answers to Questions 1-3 in the Comments box provided.
    - **Step 3:** Click "Submit for Approval" to begin the approval process.

![Start Renewal Process button]
Requesting to Renew your Supervisory Privileges

1. From the *Request Type* dropdown menu, select **Renew**

2. In the Comments box, answer the three questions listed above the Comments box related to your supervisory history and approach to supervision.

3. The page will time out after 15 minutes. Click the **Save** button periodically to save your answers.
4. Once you have sufficiently answered all three questions, click **Submit for Approval** to initiate the review/approval process.
5. Once you submit your request for approval, you will be taken to the Supervisory Renewal History page, where you can see the status of your renewal request, and the approval workflow that your request will need to go through.

6. You should also receive a confirmation email after your request has been submitted.

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Your Supervisory Renewal - [Renew] form has been submitted and assigned to your Graduate Program Director for review. Thank you for taking the time to complete this form.

For more information, please visit the Supervisory Renewal page (https://grad.ucalgary.ca/services/supervisory-renewal) on the FGS website.
Requesting to Change Roles

Changing to a Non-Board Appointed Supervisor

If you have left the University of Calgary but would still like to serve as a supervisor on a case-by-case basis, if you have transitioned to an adjunct position, or if you are nearing retirement and would like to supervise your existing students to the completion of their programs, but not take on any new students, you may request to change to a Non-Board Appointed Supervisor role. If you are currently supervising students, a co-supervisor would need to be appointed. If you are considering making this change, it is recommended that you discuss this with your Graduate Program Director before submitting your request.

Refer to the Accessing the Supervisory Renewal Webform section of this manual for instructions on how to access the form to make this request.

1. From the Request Type drop down menu, select Change Role.
2. From the *Change Role* to drop down menu, select **Non-board Appointed Supervisor**.

3. The Comments box is a mandatory field, but there are no specific questions that you are required to answer. Provide a brief rationale for making this change. If a conversation about this change has already occurred, your comments could be “As per our discussion”.

4. Click **Submit for Approval** to submit your request.
Changing to a Supervisor Committee Member/Examiner

If you would like to continue to serve as a supervisory committee member, examiner, or neutral chair, but will no longer be personally taking on students and serving as a supervisor or co-supervisor, you could request to change to a Committee Member/Examiner role. If you are approved for this change and decide in the future that you would like to serve as a supervisor/co-supervisor again, you will need to go through the approval process again.

It is recommended that you discuss this with your Graduate Program Director before requesting this type of change.

Refer to the Accessing the Supervisory Renewal Webform section of this manual for instructions on how to access the form to make this request.

1. From the Request Type drop down menu, select Change Role.

2. From the Change Role to drop down menu, select Committee Member/Examiner.
3. The Comments box is a mandatory field, but there are no specific questions that you are required to answer. Provide a brief rationale for making this change. If a conversation about this change has already occurred, your comments could be “As per our discussion”.

4. Click **Submit for Approval** to submit your request.
Requesting to put the Renewal Process on Hold

If you are currently on an official leave from your position at UCalgary (Research and Sabbatical Leave, Parental Leave, Medical Leave, etc.), you can choose to proceed with the renewal process or to put the process on hold for one year.

Refer to the Accessing the Supervisory Renewal Webform section of this manual for instructions on how to access form to make this request.

1. From the Request Type drop down menu, select On Hold.
2. The Comments box is a mandatory field, but there are no specific questions that you are required to answer. Note your leave type and end date as your comment.

3. Click **Submit for Approval** to submit your request.
Requesting to Not Renew your Supervisory Privileges

If you do not intend to continue to be involved in the supervision of graduate students in any way moving forward, you can request to not renew your supervisory privileges. If you are approved for this change and decide in the future that you would like to serve as a supervisor/co-supervisor again, you will need to go through the approval process again.

Refer to the Accessing the Supervisory Renewal Webform section of this manual for instructions on how to access the form to make this request.

1. From the Request Type drop down menu, select Do Not Renew.

2. The Comments box is a mandatory field, but there are no specific questions that you are required to answer. Provide a brief rationale for making this change.
3. Click **Submit for Approval** to submit your request.
Supervisory Renewal Form returned to you

1. If your form is returned to you, you will receive a notification email. Reviewers are restricted to a set of preselected comments when approving or pushing back the form, so they may follow up with additional context or clarification on why the form was returned to you through another mechanism.

   ![Email notification]

   An application for Supervisory Renewal - [Renew] has been pushed back to you and requires your attention.

   "Please provide a more detailed response to the questions."

   To access the application, please log-in to the UCalgary portal (my.ucalgary.ca) and navigate to your worklist (supervisors) or Faculty Centre (approvers) where you will be able to review the Renewal of Supervisory Privileges webform and respond as required.

   Please add the requested information and resubmit the application.

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

   ![Login page]

   Username

   Password

   Sign In
3. Scroll down to the **Supervisor Renew Requests** heading in the **Tasks** section.

4. Click on your name
5. Click the **Continue Renewal Request** button.
Expanding on your comments

1. When you reopen the Renewal Request form, you will see both a Comments box and a Comment History box. As your previous comments are captured in the Comment History, you can delete everything entered in the Comments box, and enter the additional information that was requested.

2. Once the additional information has been provided, click **Submit for Approval**.
Changing Request Type

1. If you have been asked to change your Request Type, click the **Change Request Type** button. Some reasons why you might be asked to change your request type could be if you requested to put your renewal on hold but are not currently on leave or if you requested not to renew your supervisory privileges but are still serving as a supervisor for a current student. This will cancel your current renewal request and allow you to submit a new request with a different request type.

2. Click **Yes** on the pop-up message.
3. Click **Start Renewal Process** to initiate a new request.