



UNIVERSITY OF
CALGARY

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

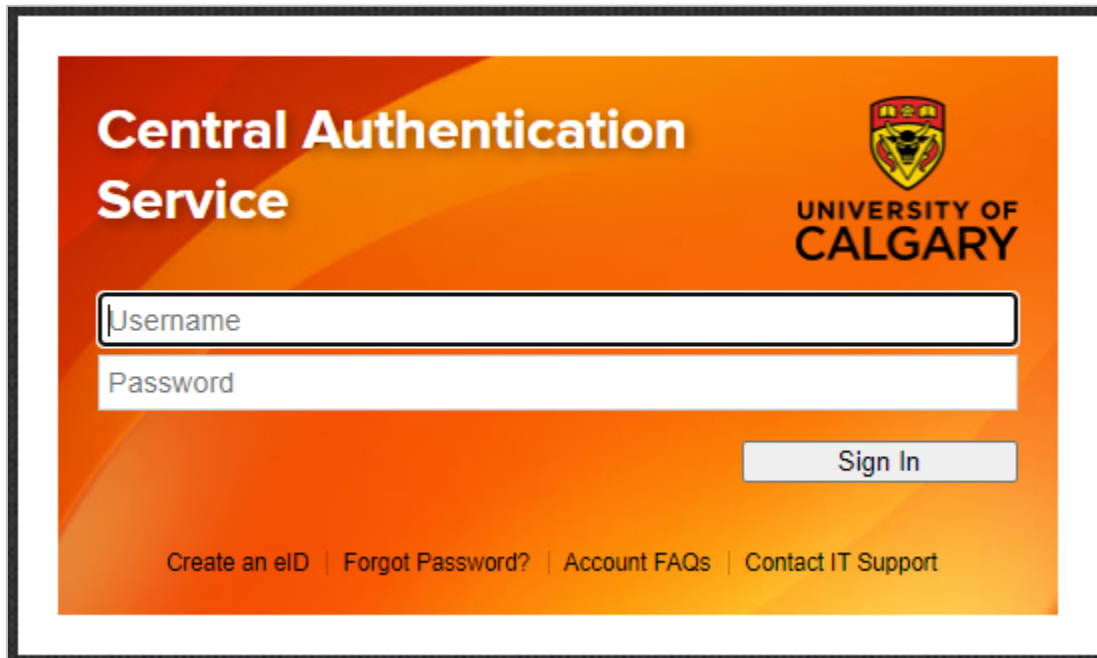


Supervisors have the option to choose if they would like to renew their supervisory privileges, request to change their role, put the renewal process on hold for a year (if currently on an official leave), or not renew their supervisory privileges. While a Graduate Program Director may consult to the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

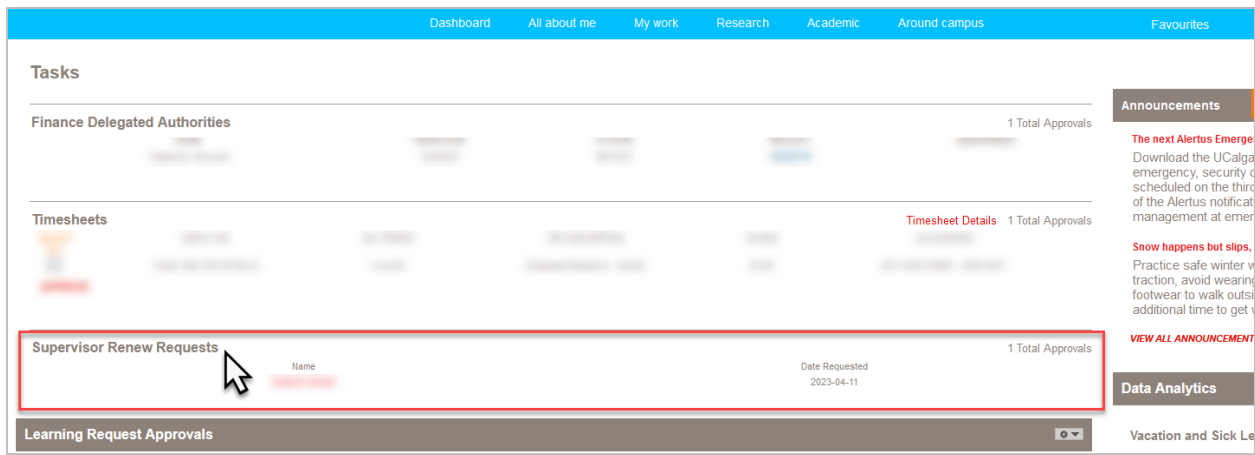
If a supervisor has requested to renew their supervisory privileges, and you have concerns regarding their supervisory activities, you have the option to recommend that they undergo a Formal Evaluation of their Supervisory Privileges. The GPD and Administrative Delegate (Department Head/Associate Dean) 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

The screenshot shows a webform with several sections and elements:

- Supervisor Details** (Callout 1): Includes fields for ID, Current Role, Supervisor Privileges, and Supervisory Privilege Expiry Date (2021/12/31). A **Supervisory History Report** button is present (Callout 2).
- Associated Areas of Study** (Callout 3): A table with columns: Area of Study, Description, Type, and Category.

Area of Study	Description	Type	Category
MDCV-AOS	Cardiovascular/Respiratory Sci	Other	Unrestricted
MDSC-AOS	Medical Science	Home Department	Unrestricted
- Request Details** (Callout 3): Includes Current Role, Supervisor Privileges, Request Type (Renew), and a checkbox for **Send for Formal Evaluation**.
- Comment History** (Callout 5): A list of comments with a **Supervisor Question?** link (Callout 4). The first comment is: "1. In the past 5 years, I have
- Approver Comments**: A note stating "Please note that all comments can be read by the supervisor and all parties accessing this webform." Below this is a table with a dropdown menu for comments (Callout 4) and buttons for **Approve** and **PushBack**.

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.

6. The GPD's selection from a list of prepopulated comments will be found at the end of the Comment History.

Request Details

Current Role	Supervisor Privileges	<input type="checkbox"/> Send for Formal Evaluation
Request Type	Renew	

Comment History Supervisor Questions?

touch base on a regular basis through lab meetings and 1-on-1 meetings at least once a quarter to ensure that the student remains on track. Other students prefer to have weekly check-ins. Communication is the foundation of my approach to graduate supervision.

2023-05-09 11:21:16 Added by [redacted] : This request has been reviewed and approved. 6

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

Comments

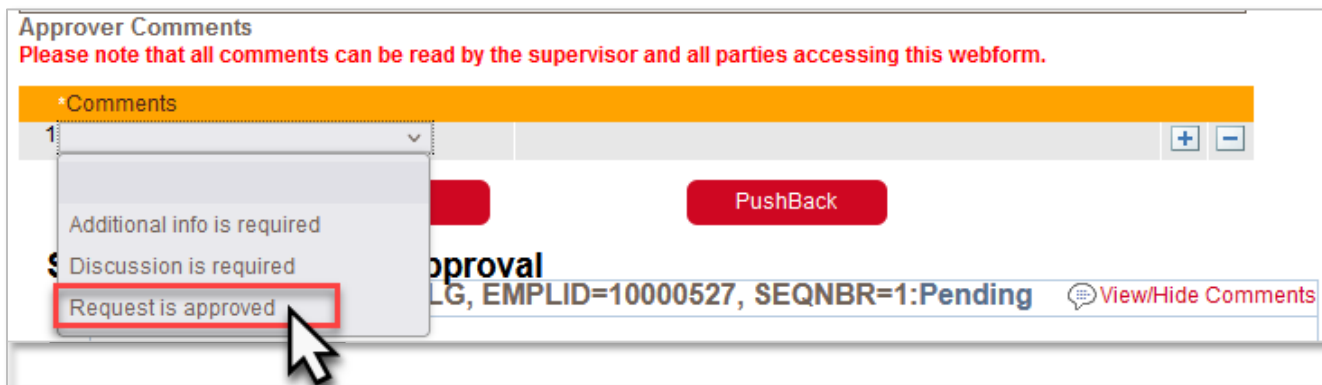
1	[dropdown]	[+]	[-]
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Approve PushBack

Reviewing a Recommendation for Renewal

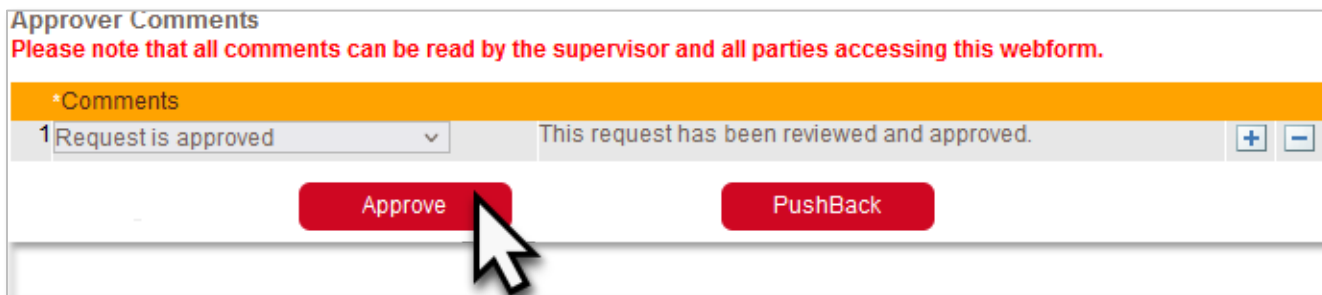
Supporting the Recommendation for Renewal

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.



The screenshot shows the 'Approver Comments' section of a webform. At the top, it says 'Approver Comments' and 'Please note that all comments can be read by the supervisor and all parties accessing this webform.' Below this is a yellow bar with '*Comments'. A dropdown menu is open, showing three options: 'Additional info is required', 'Discussion is required', and 'Request is approved'. The 'Request is approved' option is highlighted with a red box and a mouse cursor. To the right of the dropdown is a red 'PushBack' button. Below the dropdown, the text 'Approval' is visible, followed by 'G, EMPLID=10000527, SEQNBR=1:Pending' and a 'View/Hide Comments' link.

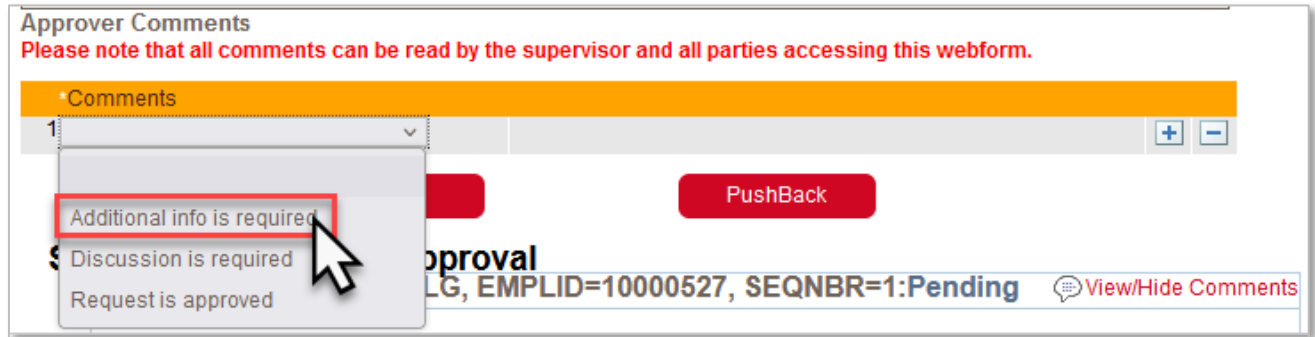
2. Click **Approve** to move the webform to the next person in the Approval sequence. This will now go to the Faculty of Graduate Studies Dean for final approval.



The screenshot shows the 'Approver Comments' section of a webform. At the top, it says 'Approver Comments' and 'Please note that all comments can be read by the supervisor and all parties accessing this webform.' Below this is a yellow bar with '*Comments'. A dropdown menu is open, showing 'Request is approved' selected. To the right of the dropdown is a text box containing 'This request has been reviewed and approved.' and a '+ -' icon. Below the dropdown and text box are two red buttons: 'Approve' and 'PushBack'. A mouse cursor is pointing at the 'Approve' button.

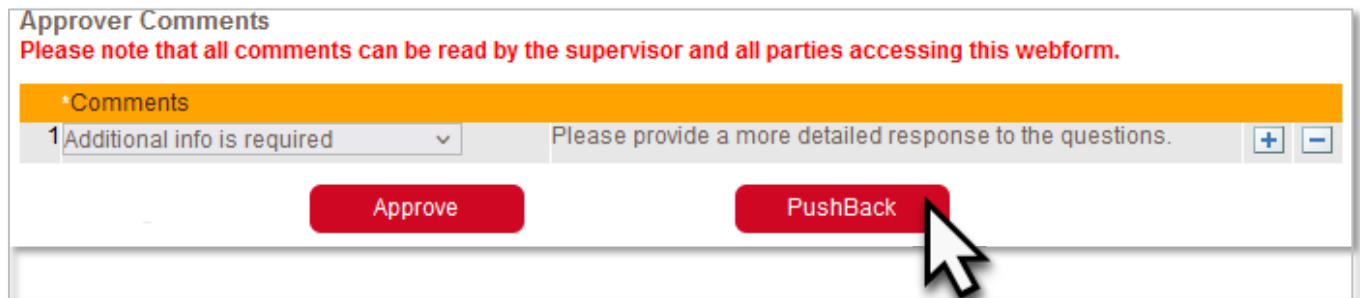
Pushing back the Request for more information from the supervisor

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.



The screenshot shows the 'Approver Comments' section of a webform. At the top, it says 'Approver Comments' and 'Please note that all comments can be read by the supervisor and all parties accessing this webform.' Below this is a yellow bar with the text '*Comments'. A dropdown menu is open, showing three options: 'Additional info is required' (highlighted with a red box and a mouse cursor), 'Discussion is required', and 'Request is approved'. To the right of the dropdown is a red 'PushBack' button. Below the dropdown, the text 'Approval' and 'LG, EMPLID=10000527, SEQNBR=1:Pending' is visible, along with a 'View/Hide Comments' link.

2. Click the **PushBack** button.



The screenshot shows the 'Approver Comments' section after the 'PushBack' button has been clicked. The dropdown menu now shows 'Additional info is required' selected. The text 'Please provide a more detailed response to the questions.' is visible. Below the dropdown are two red buttons: 'Approve' and 'PushBack'. A mouse cursor is pointing at 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.

The screenshot shows the 'Approver Comments' section of a webform. A dropdown menu is open, showing three options: 'Additional info is required', 'Discussion is required', and 'Request is approved'. The 'Discussion is required' option is highlighted with a red box and a mouse cursor. In the background, a 'PushBack' button is visible. Below the dropdown, the text 'Approval' and 'LG, EMPLID=10000527, SEQNBR=1:Pending' are visible, along with a 'View/Hide Comments' link.

2. Click the **PushBack** button.

The screenshot shows the 'Approver Comments' section of a webform. The dropdown menu is now closed, and the selected option 'Discussion is required' is visible in the dropdown area. The text 'Further discussion is required before proceeding.' is displayed next to the dropdown. The 'PushBack' button is highlighted with a red box and a mouse cursor. The 'Approve' button is also visible. Below the buttons, the text 'Approval' and 'LG, EMPLID=10000527, SEQNBR=1:Pending' are visible, along with a 'View/Hide Comments' link.

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.

The screenshot shows the 'Approver Comments' section of a webform. At the top, it says 'Approver Comments' and 'Please note that all comments can be read by the supervisor and all parties accessing this webform.' Below this is a table with a header row labeled '*Comments'. The first row has a dropdown menu open, showing three options: 'Additional info is required', 'Discussion is required' (which is highlighted with a red box and a mouse cursor), and 'Request is approved'. To the right of the dropdown is a red 'PushBack' button. Below the table, there is a status bar that says 'Approval' and 'LG, EMPLID=10000527, SEQNBR=1:Pending' along with a 'View/Hide Comments' link.

2. Click the **PushBack** button

The screenshot shows the 'Approver Comments' section after the dropdown menu has been closed. The dropdown now shows 'Discussion is required' selected. The text in the comment field reads 'Further discussion is required before proceeding.' Below the comment field are two red buttons: 'Approve' and 'PushBack'. A mouse cursor is pointing at 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 you are considering recommending that a supervisor go through the Formal Evaluation process, you can find more information about what that process will look like and what patterns might prompt a recommendation for Formal Evaluation [here](#).

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.

The screenshot shows the 'Approver Comments' section of a webform. A dropdown menu is open, showing three options: 'Additional info is required', 'Discussion is required', and 'Request is approved'. The 'Request is approved' option is highlighted with a red box and a mouse cursor. The background shows a 'PushBack' button and a status bar with the text 'Approval' and 'LG, EMPLID=10000527, SEQNBR=1:Pending'.

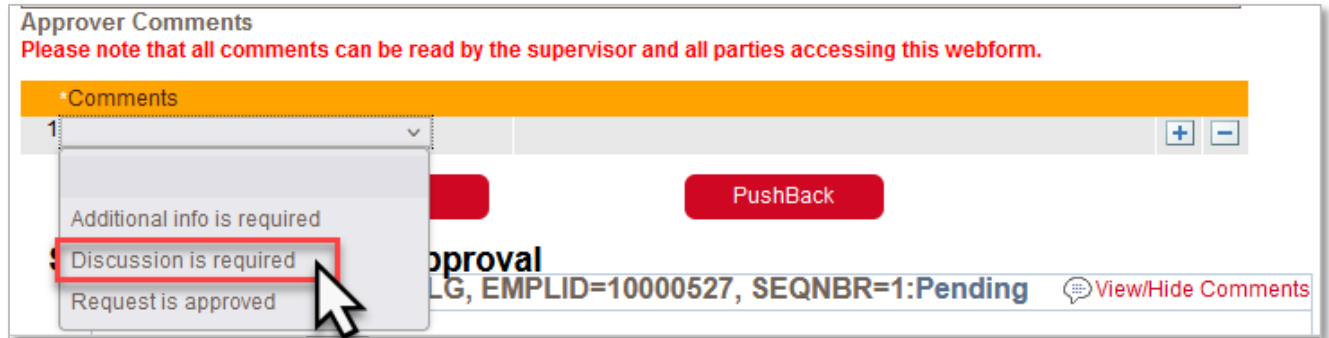
2. Click the **Approve** button.

The screenshot shows the 'Approver Comments' section of a webform. The dropdown menu is now closed, and the text 'Request is approved' is visible in the dropdown area. A mouse cursor is pointing at the 'Approve' button. The background shows a 'PushBack' button and a status bar with the text 'This request has been reviewed and approved.'

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.

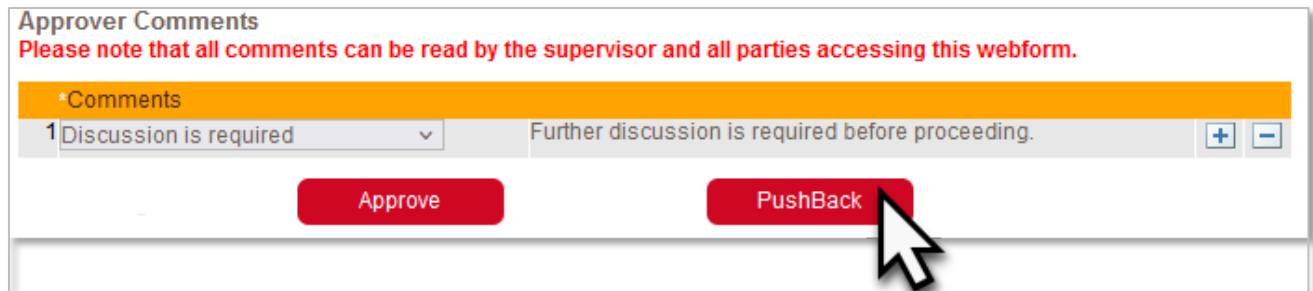
Pushing back a Recommendation for Formal Evaluation of Supervisory Privileges

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.



The screenshot shows the 'Approver Comments' section of a webform. At the top, it says 'Approver Comments' and 'Please note that all comments can be read by the supervisor and all parties accessing this webform.' Below this is a table with a header row labeled '*Comments'. The first row has a dropdown menu open, showing three options: 'Additional info is required', 'Discussion is required' (which is highlighted with a red box and a mouse cursor), and 'Request is approved'. To the right of the dropdown is a red 'PushBack' button. Below the table, the text 'Approval' and 'LG, EMPLID=10000527, SEQNBR=1:Pending' is visible, along with a 'View/Hide Comments' link.

2. Click the **PushBack** button



The screenshot shows the 'Approver Comments' section of a webform. The dropdown menu is now closed, and the text 'Discussion is required' is visible in the dropdown field. To the right of the dropdown is a text field containing 'Further discussion is required before proceeding.' Below the table are two red buttons: 'Approve' and 'PushBack'. A mouse cursor is pointing at 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.

Supervisor Details

ID: [Redacted] [Supervisory History Report](#)

Current Role: Supervisor Privileges Supervisory Privilege Expiry Date: 2022/12/31

Associated Areas of Study

Area of Study	Description	Type	Category
BMEN-AOS	Biomedical Engineering	Other	Masters
MDBC-AOS	Biochemistry & Molecular Biol	Other	Unrestricted
MDSC-AOS	Medical Science	Home Department	Unrestricted

Request Details

Current Role: Supervisor Privileges Send for Formal Evaluation

Request Type: Renew

Comment History [Supervisor Questions?](#)

2023-05-09 10:54:27 Added by [Redacted]: Please provide a more detailed response to the questions.

2023-05-09 10:58:51 Added by [Redacted]: 3) My approach to graduate supervision is customized to the needs to the individual student. Some students work best with a more hands off approach. I still aim to touch base on a regular basis through lab meetings and 1-on-1 meetings at least once a quarter to ensure that the student

Approver Comments

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

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.

Formal Evaluation Process

GPDs, Heads or Associate Deans may recommend that a supervisor undergo formal evaluation as part of the five-year renewal process or at any other time:

- in response to receipt of a written complaint relating to supervision.
- when the Office of Equity, Diversity and Inclusion has determined that a responsible allegation has been made related to graduate supervision and that this allegation is best addressed through a formal evaluation.
- in response to what the Dean of the teaching faculty perceives to be a pattern of serious conflicts or negative outcomes relating to Graduate Student supervision since the most recent renewal of privileges.

It is up to the Dean of the teaching faculty to initiate an evaluation of supervisory privileges. The supervisor undergoing evaluation must be informed by the Dean of the teaching faculty that the process has been initiated. Feedback from current and/or former graduate students, graduate program directors and supervisory committee members is collected as part of the process, and a summary of the information is shared with the supervisor. The document outlining the procedures for a formal evaluation can be found [here](#).

What characteristics might prompt a recommendation for a formal evaluation?

- A pattern of graduate student withdrawals and/or changes in supervision
- A pattern of protracted time to candidacy (beyond the norm in the graduate program and not attributable to specificities of the area of study)
- A pattern of protracted time to completion of program (beyond the norm in the graduate program and not attributable to specificities of the area of study)
- A pattern of serious conflicts with students

If I recommend that a supervisor undergo a formal evaluation as part of the renewal process, what happens next?

- The Supervisory Renewal process in PeopleSoft will remain in Progress, assigned to a representative of the Faculty of Graduate Studies while an offline formal evaluation process takes place. Once the formal evaluation is completed, the Supervisory Renewal form will be updated to reflect the outcome of the evaluation.
- Refer to the Procedure for Formal Evaluation of Graduate Supervisory Privileges [policy](#) for the steps in the Formal Evaluation process