



UNIVERSITY OF  
CALGARY

Faculty of Graduate Studies (FGS)

# Supervisory Renewal

Supervisor Guide

May 15, 2023

## Contents

Introduction .....	3
Accessing the Supervisory Renewal Webform .....	4
Requesting to Renew your Supervisory Privileges.....	8
Requesting to Change Roles .....	11
Changing to a Non-Board Appointed Supervisor.....	11
Changing to a Supervisor Committee Member/Examiner.....	13
Requesting to put the Renewal Process on Hold.....	15
Requesting to Not Renew your Supervisory Privileges.....	17
Supervisory Renewal Form returned to you.....	19
Expanding on your comments .....	22
Changing Request Type.....	23
Frequently Asked Questions .....	25
I believe that my Supervisory History Report contains some errors. What can I do to resolve this issue? .....	25
What type of activities qualify as supervisory development? .....	25
How do you define the past 5 years? .....	25
I'm struggling with answering the three renewal questions. Do you have any examples that I can use as inspiration or as a starting point?.....	26

# 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



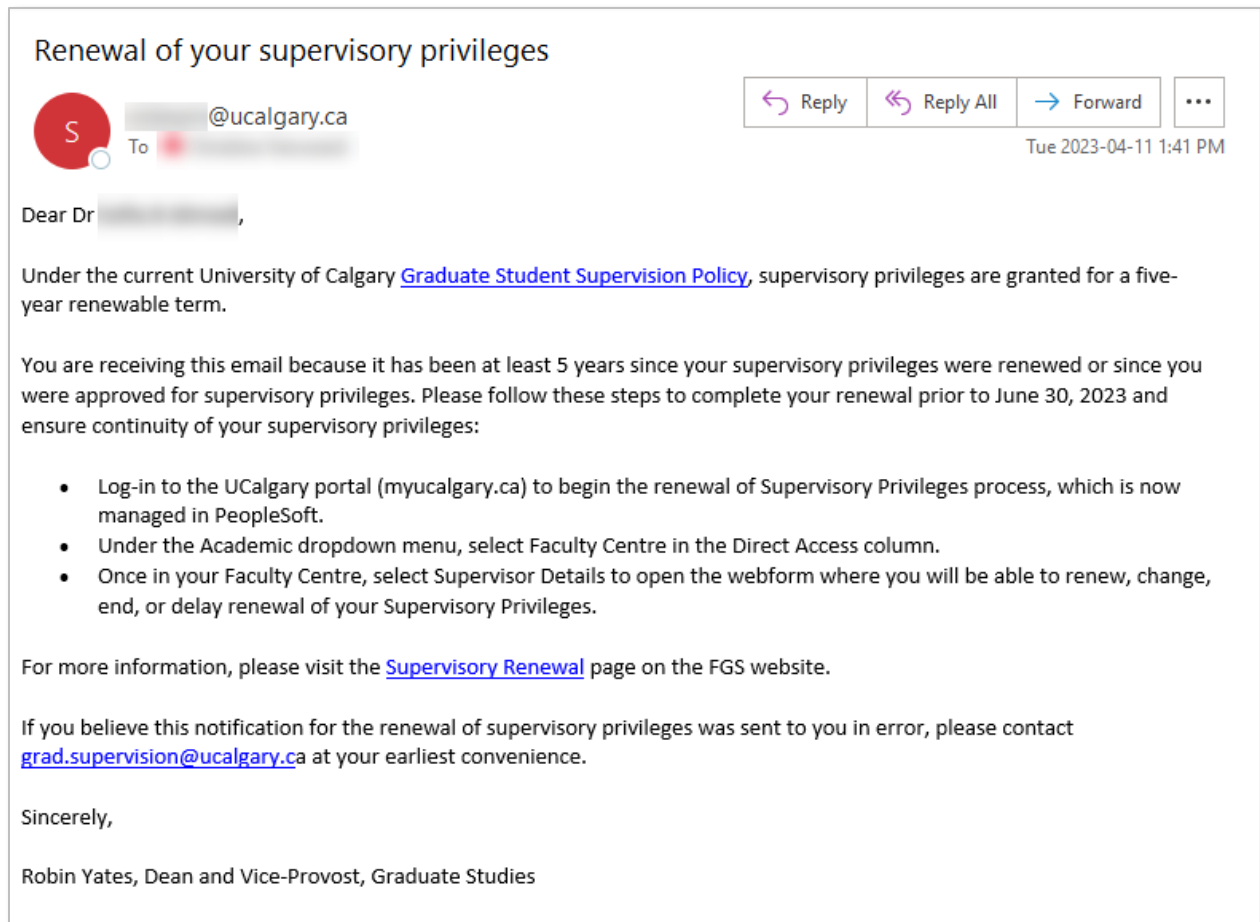
When you complete the renewal process, you may request to renew your supervisory privileges, change to a different role related to graduate student supervision, put the renewal process on hold for one year (if you are currently on an official leave), or not renew your supervisory privileges. The choice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

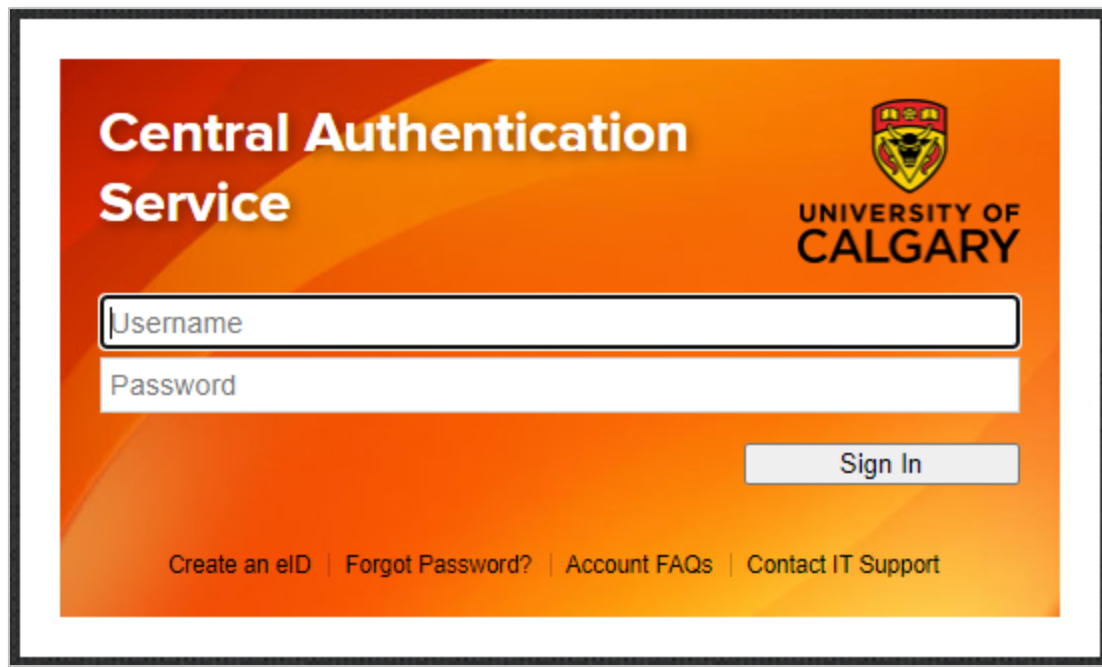
If you choose to change your role or not renew your privileges, you will need to go through the approval process a second time if you decide you would like to resume supervision in the future.

# Accessing the Supervisory Renewal Webform

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



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

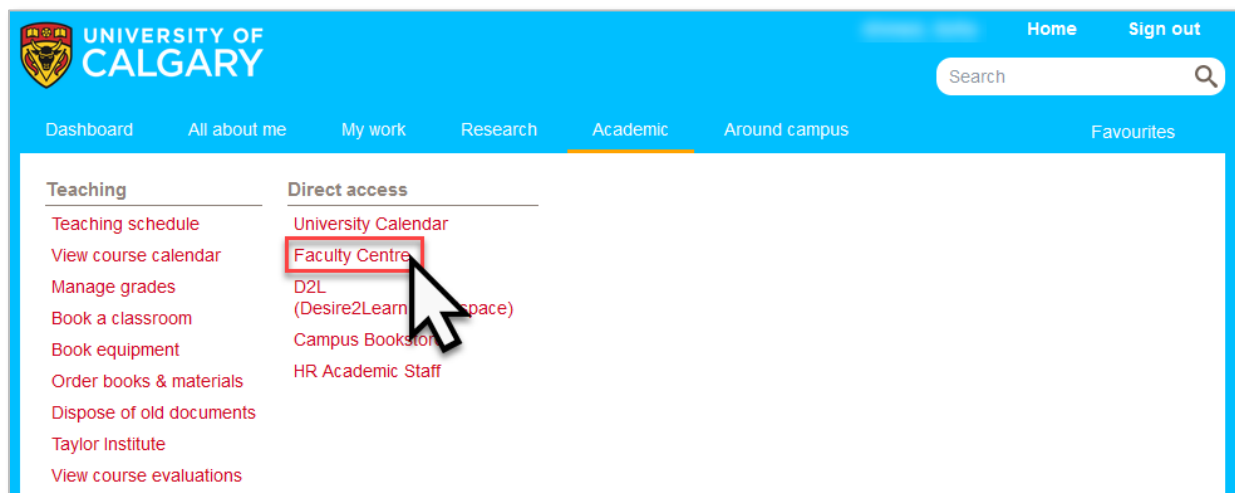


The image shows the Central Authentication Service login page for the University of Calgary. The page has an orange and yellow gradient background. At the top left, the text "Central Authentication Service" is displayed in white. To the right is the University of Calgary logo. Below the title, there are two input fields: "Username" and "Password". A "Sign In" button is located to the right of the password field. At the bottom, there are links for "Create an eID", "Forgot Password?", "Account FAQs", and "Contact IT Support".

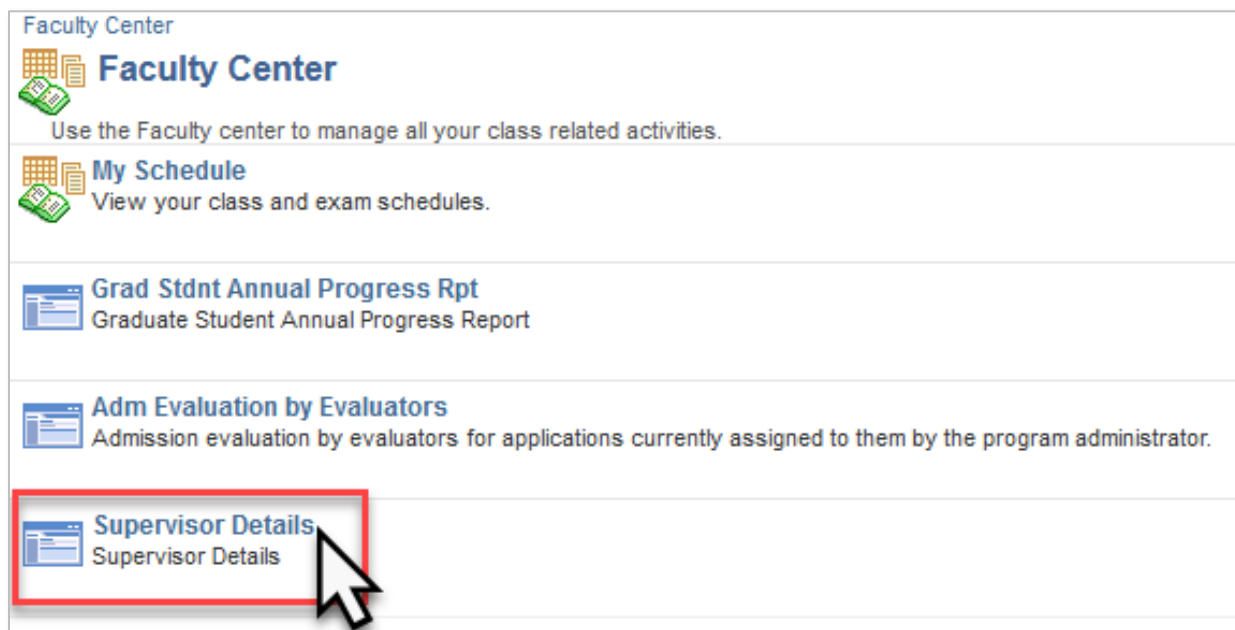
3. Click the **Academic** link.



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 feel that there are errors in your Supervisory History Report, refer to the [Frequently Asked Questions](#) for how to get this issue addressed.

The screenshot shows the 'Supervisor Details' page. At the top, there are tabs for 'Faculty Center', 'Search', 'Awards', 'Graduate Student Annual Progress Report', and 'Supervisory Renewal'. Below the tabs, there's a link for 'Supervisory Renewal' and 'Renewal History'. The main heading is 'Supervisor Details'. Below this, there's a section titled 'Supervisor Details' with a light blue background. It displays the user's ID, current role 'Supervisor Privileges', and the 'Supervisory Privilege Expiry Date 2021/12/31' (marked with a red callout 1). A button for 'Supervisory History Report' is also present (marked with a red callout 3). Below this is a table titled 'Associated Areas of Study' (marked with a red callout 2). The table has four columns: 'Area of Study', 'Description', 'Type', and 'Category'. It lists two areas: 'MDCV-AOS' (Cardiovascular/Respiratory Sci, Other, Unrestricted) and 'MDSC-AOS' (Medical Science, Home Department, Unrestricted). At the bottom, there's an 'Alert' section stating 'Your Supervisory Privileges have expired on:2021-12-31'.

Area of Study	Description	Type	Category
MDCV-AOS	Cardiovascular/Respiratory Sci	Other	Unrestricted
MDSC-AOS	Medical Science	Home Department	Unrestricted

7. When you are ready, click **Start Renewal Process** to open the Supervisory Renewal webform.

**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 now.

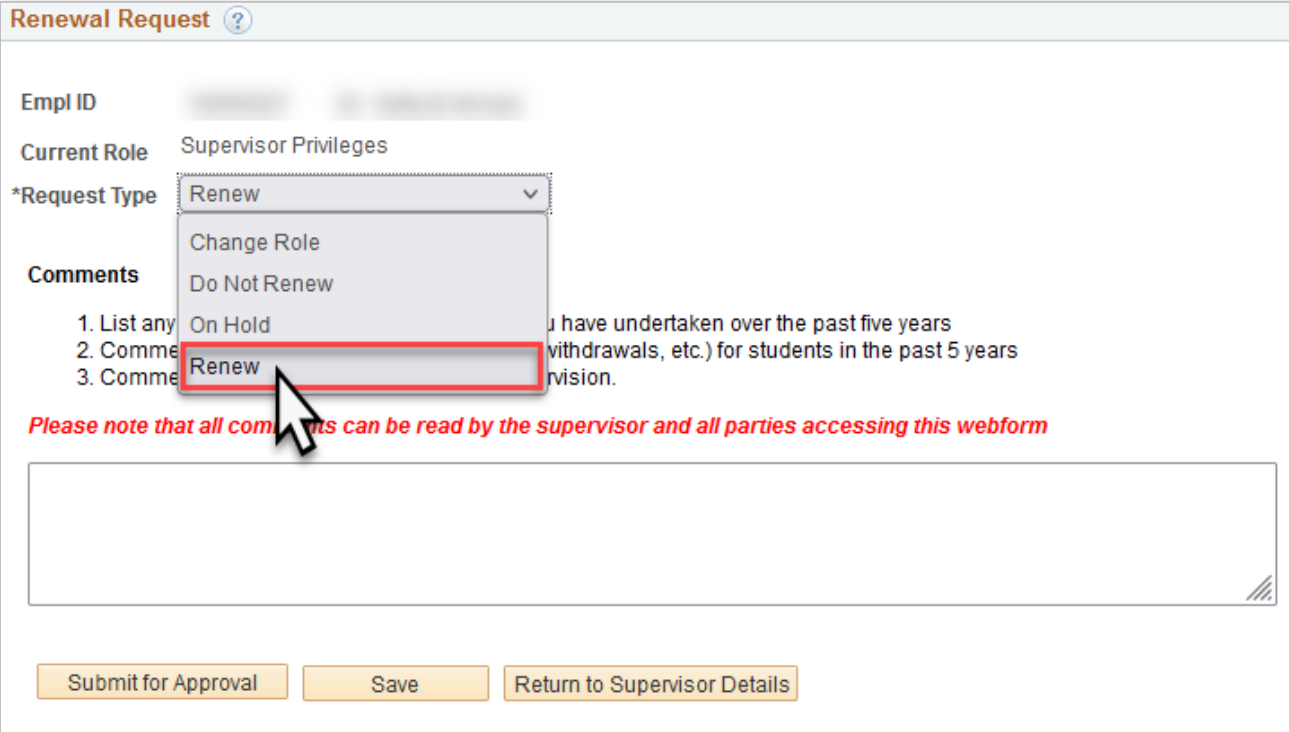
**Step 2:** If you have chosen to renew, please provide brief answers to Questions 1-3 in the Comments box provided.

**Step 3:** Click "**Submit for Approval**" to begin the approval process

Start Renewal Process

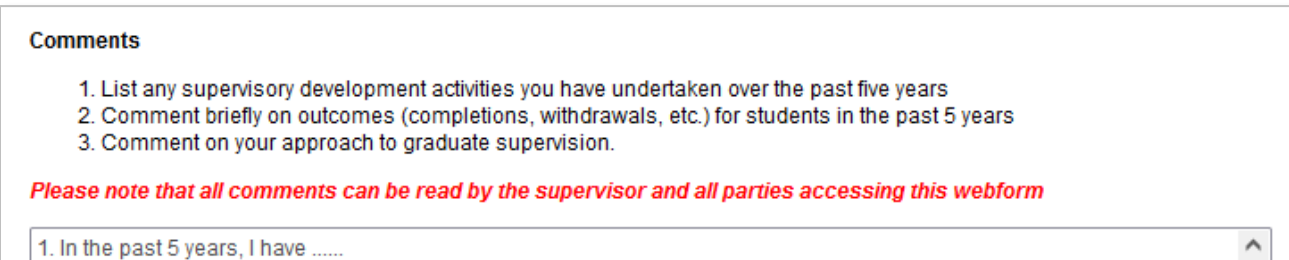
# Requesting to Renew your Supervisory Privileges

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



The screenshot shows the 'Renewal Request' webform. At the top, there's a title bar with 'Renewal Request' and a help icon. Below it, the 'Empl ID' field is partially visible. The 'Current Role' is set to 'Supervisor Privileges'. The '\*Request Type' dropdown menu is open, showing options: 'Renew' (selected), 'Change Role', 'Do Not Renew', and 'On Hold'. A red box highlights the 'Renew' option, and a mouse cursor is pointing at it. Below the dropdown, there's a 'Comments' section with three numbered questions: '1. List any...', '2. Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years', and '3. Comment on your approach to graduate supervision.'. A red warning message states: 'Please note that all comments can be read by the supervisor and all parties accessing this webform'. At the bottom, there are three buttons: 'Submit for Approval', 'Save', and 'Return to Supervisor Details'.

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



The screenshot shows the 'Comments' section of the webform. It contains the same three numbered questions as the previous screenshot. A red warning message is repeated: 'Please note that all comments can be read by the supervisor and all parties accessing this webform'. Below the questions, there's a text input field with the placeholder text '1. In the past 5 years, I have .....'. A mouse cursor is pointing at the input field.

Refer to the Frequently Asked Questions for more clarification on what is meant by the [past five years](#) and what would be considered [supervisory development activities](#). You can also find examples of how other supervisors have answered these three questions [here](#).

3. The page will time out after 10 minutes. Click the **Save** button regularly to save your answers.



The screenshot shows the bottom of the webform with three buttons: 'Submit for Approval', 'Save', and 'Return to Supervisor Details'. A red box highlights the 'Save' button, and a mouse cursor is pointing at it.



4. Once you have sufficiently answered all three questions, click **Submit for Approval** to initiate the review/approval process.

**Renewal Request** ?

Empl ID [REDACTED]

Current Role Supervisor Privileges

\*Request Type Renew

**Comments**

1. List any supervisory development activities you have undertaken over the past five years  
2. Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years  
3. Comment on your approach to graduate supervision.

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

1. In the past 5 years, I have .....

2. I have served as the primary supervisor for .....

3. My approach to graduate supervision .....

**Submit for Approval** **Save** **Return to Supervisor Details**

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.

[Faculty Center](#) | [Search](#) | [Awards](#) | [Graduate Student Annual Progress Report](#) | [Supervisory Renewal](#)

[Supervisory Renewal](#) | [Renewal History](#)

Supervisory Renewal

Renewal History

Personalize | Find |

First 1 of 1 Last

Date of Request	Role	Request Type	Status
2023/04/11	Supervisor Privileges	Renew	In-Progress

### Supervisory Renewal Approval

INSTITUTION=UCALG, EMPLID=10000527, SEQNBR=1:Pending [View/Hide Comments](#)

**Renew**

Self Approved  
✓ Self approval  
23/04/11 - 2:35 PM

Pending  
⌚ Graduate Program Director

Not Routed  
📁 Administrative Delegate

Not Routed  
📁 Dean of FGS

▶ **Comments**

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

Thank you for submitting your Supervisory Renewal form

DoNotReply@ucalgary.ca  
To [Redacted]

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Tue 2023-04-11 2:36 PM

Dear [Redacted]

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**.

The screenshot shows the 'Renewal Request' webform. The 'Request Type' dropdown menu is open, showing options: 'Renew', 'Change Role', 'Do Not Renew', 'On Hold', and 'Renew'. A red box highlights the 'Change Role' option, and a mouse cursor is pointing at it. The form also includes fields for 'Empl ID', 'Current Role' (Supervisor Privileges), and 'Comments'.

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

The screenshot shows the 'Renewal Request' form. The 'Current Role' is 'Supervisor Privileges'. The '\*Request Type' is 'Change Role'. The 'Change Role to' dropdown menu is open, showing options: 'Committee Member / Examiner', 'External Examiner', 'Non-board Appointed Supervisor' (highlighted with a red box and a mouse cursor), 'Proctor', and 'Supervisor Privileges'. The 'Comments' section contains three numbered instructions and a red note: 'Please note that all comments can be read by the supervisor and all parties accessing this webform'.

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.

The screenshot shows the 'Renewal Request' form with the 'Change Role to' dropdown menu set to 'Non-board Appointed Supervisor'. The 'Comments' section contains the text 'As per our discussion|'. At the bottom, the 'Submit for Approval' button is highlighted with a red box and a mouse cursor. Other buttons include 'Save' and 'Return to Supervisor Details'.

## 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**.

The screenshot shows the 'Renewal Request' webform. The 'Request Type' dropdown menu is open, displaying options: 'Renew', 'Change Role', 'Do Not Renew', 'On Hold', and 'Renew'. A red box highlights the 'Change Role' option, and a mouse cursor is pointing at it. The 'Current Role' is 'Supervisor Privileges'. The 'Comments' section contains three numbered prompts: '1. List any...', '2. Comment briefly on outcomes (completions, withdrawals, etc.) for s...', and '3. Comment on your approach to graduate supervision.'.

2. From the *Change Role to* drop down menu, select **Committee Member/Examiner**.

The screenshot shows the 'Renewal Request' webform. The 'Request Type' is now 'Change Role'. The 'Change Role to' dropdown menu is open, displaying options: 'Committee Member / Examiner', 'External Examiner', 'Non-board Appointed Supervisor', 'Proctor', and 'Supervisor Privileges'. A red box highlights the 'Committee Member / Examiner' option, and a mouse cursor is pointing at it. The 'Current Role' is 'Supervisor Privileges'. The 'Comments' section contains three numbered prompts: '1. List any supervisory development activities you have undertaken over', '2. Comment briefly on outcomes (completions, withdrawals, etc.) for s', and '3. Comment on your approach to graduate supervision.'.

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.

**Renewal Request** ?

Empl ID [REDACTED]

Current Role Supervisor Privileges

\*Request Type Change Role Change Role to Committee Member / Examiner

**Comments**

1. List any supervisory development activities you have undertaken over the past five years
2. Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years
3. Comment on your approach to graduate supervision.

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

As per our discussion

Submit for Approval Save Return to Supervisor Details

# 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**.

The screenshot shows the 'Renewal Request' webform. The 'Request Type' dropdown menu is open, displaying the following options: 'Renew', 'Change Role', 'Do Not Renew', 'On Hold', and 'Renew'. The 'On Hold' option is highlighted with a red rectangle, and a mouse cursor is pointing at it. The form also includes fields for 'Empl ID', 'Current Role' (Supervisor Privileges), and 'Comments'. The 'Comments' section contains a list of instructions: '1. List any...', '2. Comme...', and '3. Comme...'. The 'Renewal Request' title is at the top, and a help icon (?) is next to it.

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.

**Renewal Request** ?

Empl ID [REDACTED]

Current Role Supervisor Privileges

\*Request Type On Hold ▼

**Comments**

1. List any supervisory development activities you have undertaken over the past five years
2. Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years
3. Comment on your approach to graduate supervision.

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

On RSL until Sept 2023

Submit for Approval Save Return to Supervisor Details



# 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**.

The screenshot shows a webform titled "Renewal Request" with a help icon. The form includes fields for "Empl ID", "Current Role" (set to "Supervisor Privileges"), and "\*Request Type". The "\*Request Type" dropdown menu is open, showing options: "Renew", "Change Role", "Do Not Renew" (highlighted with a red box and a mouse cursor), "On Hold", and "Renew". Below the dropdown is a "Comments" section with a list of prompts: "1. List any", "2. Comme", and "3. Comme". To the right of the comments, there is a text area with the prompt: "You have undertaken over the past five years (withdrawals, etc.) for students in the past 5 years supervision."

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.

**Renewal Request** ?

Empl ID [REDACTED]

Current Role Supervisor Privileges

\*Request Type Do Not Renew ▼

**Comments**

1. List any supervisory development activities you have undertaken over the past five years
2. Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years
3. Comment on your approach to graduate supervision.

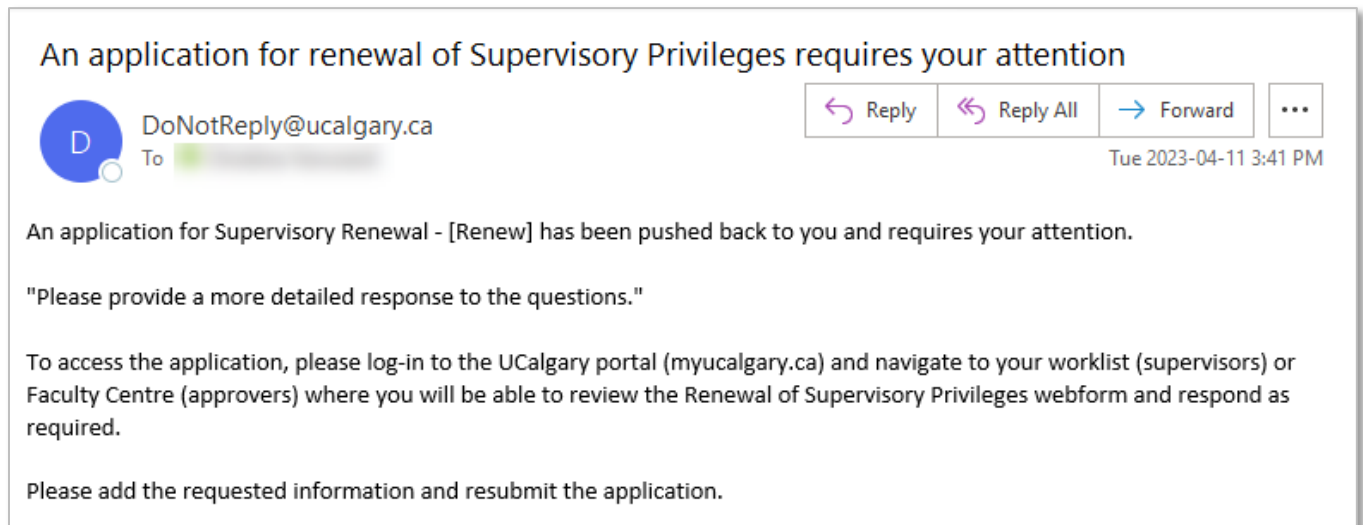
*Please note that all comments can be read by the supervisor and all parties accessing this webform*

I have retired.

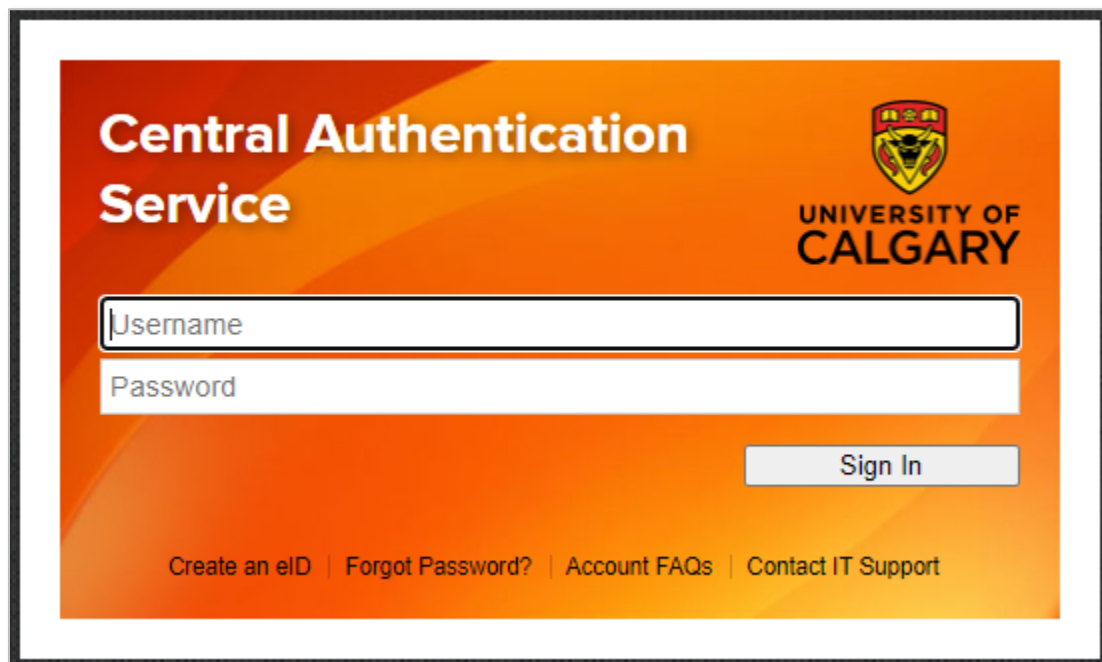
**Submit for Approval** Save Return to Supervisor Details

# Supervisory Renewal Form returned to you

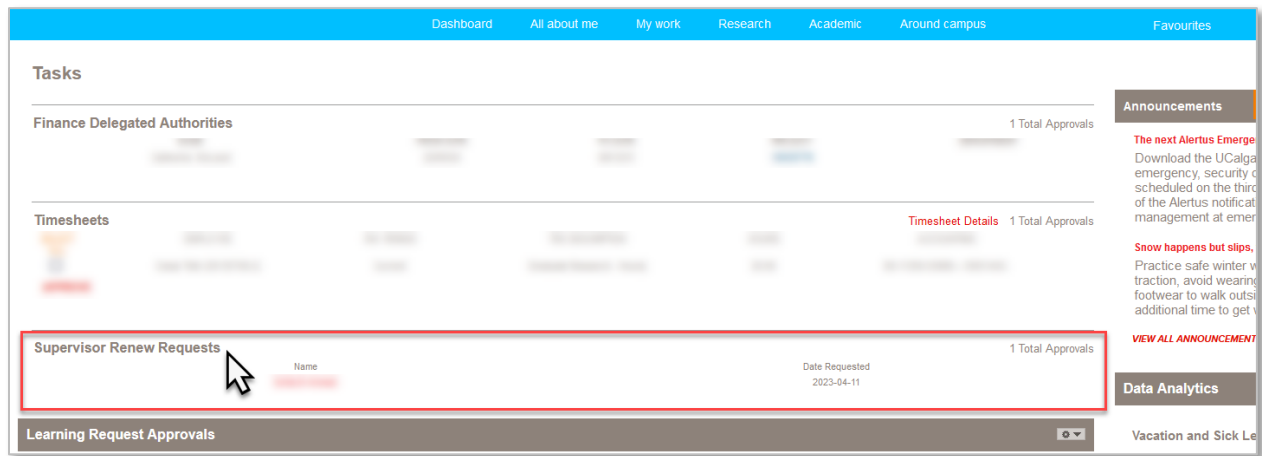
1. If your form is returned to you, you will receive a notification email. Reviewers are restricted to a set of preselected comments when approving or pushing back the form, so they may follow up with additional context or clarification on why the form was returned to you through another mechanism.



2. Log in to the [my.ucalgary.ca](https://my.ucalgary.ca) portal.



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

**Supervisor Details**  
**Supervisor Details**

Supervisor Details

ID

Supervisory History Report

Current Role

Supervisor Privileges

Supervisory Privilege Expiry Date 2021/12/31

Associated Areas of Study			
Area of Study	Description	Type	Category
MDCV-AOS	Cardiovascular/Respiratory Sci	Other	Unrestricted
MDSC-AOS	Medical Science	Home Department	Unrestricted

**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 now.

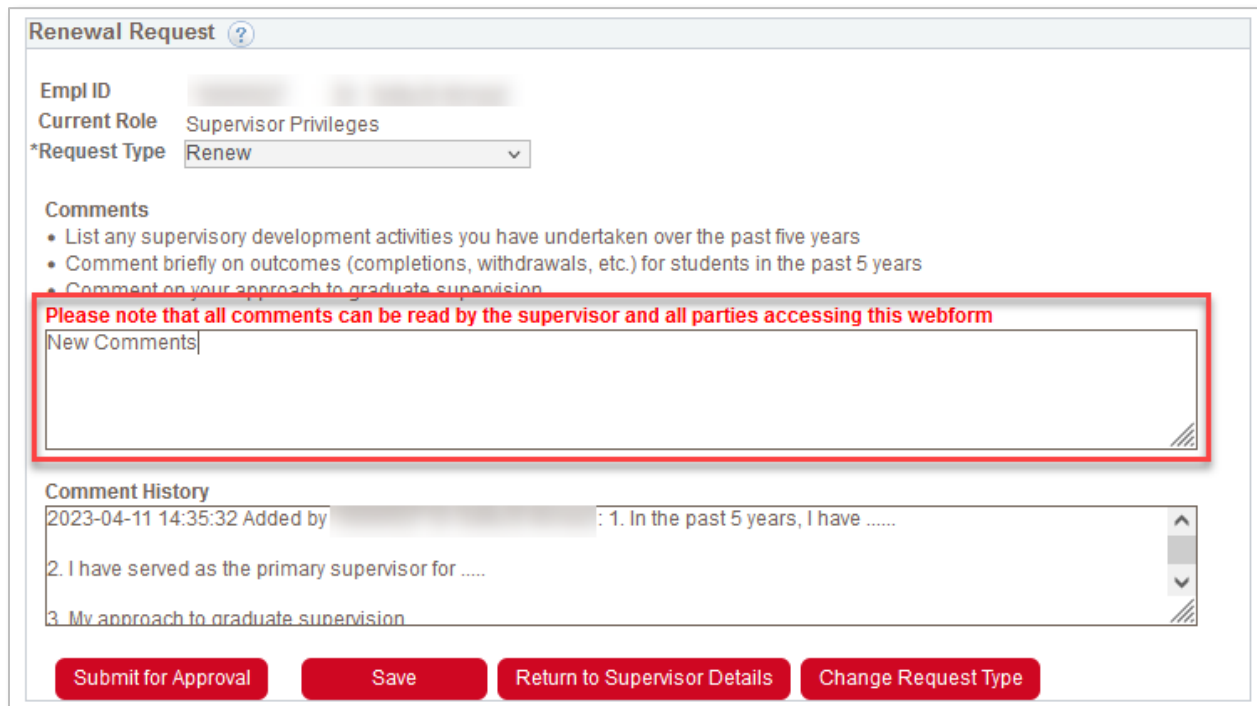
**Step 2:** If you have chosen to renew, please provide brief answers to Questions 1-3 in the Comments box provided.

**Step 3:** Click "Submit for Approval" to begin the approval process

Continue Renewal Request

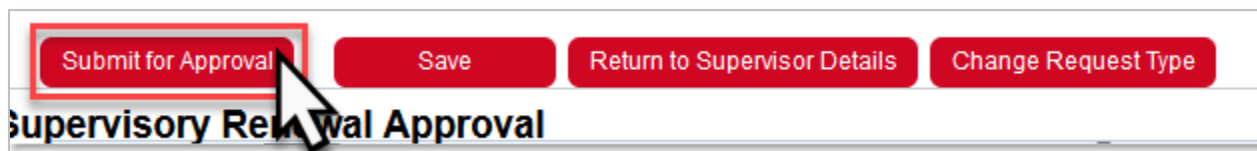
## Expanding on your comments

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.



The screenshot shows the 'Renewal Request' form. At the top, there's a header 'Renewal Request' with a help icon. Below it, fields for 'Empl ID', 'Current Role' (set to 'Supervisor Privileges'), and '\*Request Type' (set to 'Renew') are visible. The 'Comments' section includes a list of instructions: 'List any supervisory development activities you have undertaken over the past five years', 'Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years', and 'Comment on your approach to graduate supervision'. A red box highlights a note: 'Please note that all comments can be read by the supervisor and all parties accessing this webform'. Below this is a 'New Comments' text area. The 'Comment History' section shows a list of previous comments with timestamps and user information. At the bottom, there are four buttons: 'Submit for Approval', 'Save', 'Return to Supervisor Details', and 'Change Request Type'.

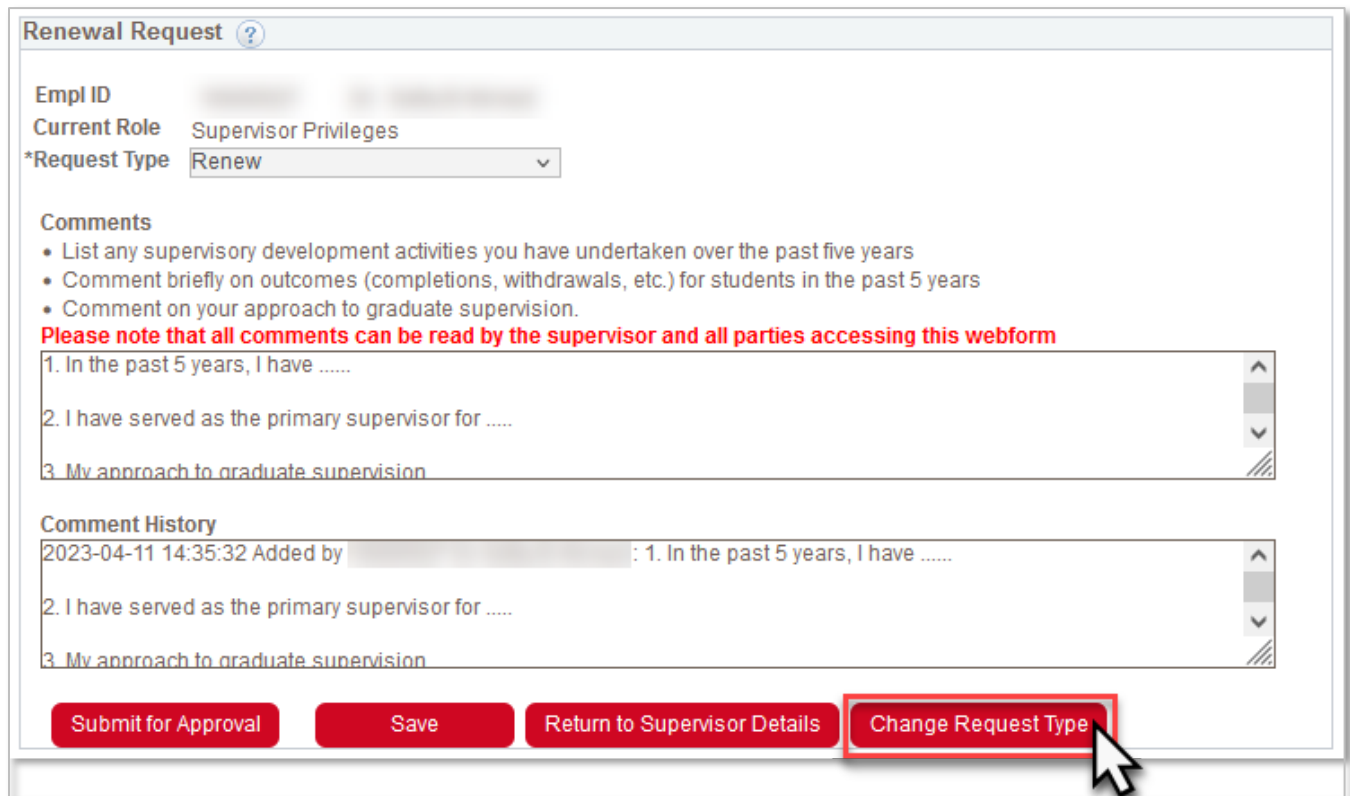
2. Once the additional information has been provided, click **Submit for Approval**.



This is a close-up of the bottom of the form, focusing on the action buttons. The 'Submit for Approval' button is highlighted with a red box, and a mouse cursor is pointing at it. Other buttons visible are 'Save', 'Return to Supervisor Details', and 'Change Request Type'. Below the buttons, the text 'Supervisory Renewal Approval' is partially visible.

## 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.



**Renewal Request** ?

Empl ID [REDACTED]

Current Role Supervisor Privileges

\*Request Type Renew

**Comments**

- List any supervisory development activities you have undertaken over the past five years
- Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years
- Comment on your approach to graduate supervision.

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

1. In the past 5 years, I have .....

2. I have served as the primary supervisor for .....

3. My approach to graduate supervision

**Comment History**

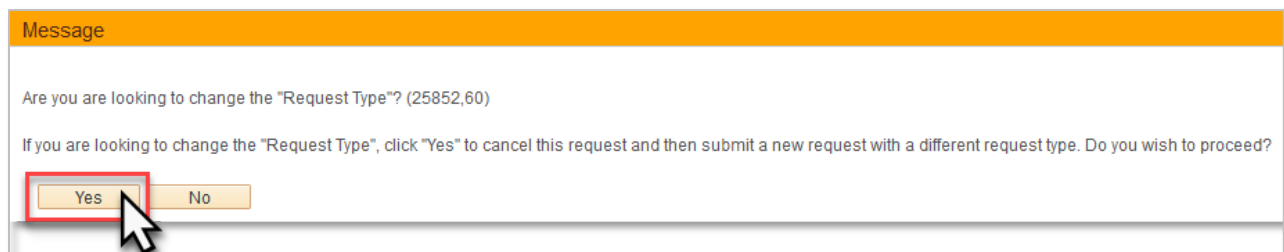
2023-04-11 14:35:32 Added by [REDACTED] : 1. In the past 5 years, I have .....

2. I have served as the primary supervisor for .....

3. My approach to graduate supervision

Submit for Approval Save Return to Supervisor Details **Change Request Type**

2. Click **Yes** on the pop-up message.



**Message**

Are you are looking to change the "Request Type"? (25852,60)

If you are looking to change the "Request Type", click "Yes" to cancel this request and then submit a new request with a different request type. Do you wish to proceed?

Yes No

3. Click **Start Renewal Process** to initiate a new request.

Supervisor Details

ID

Current Role

Supervisor Privileges

Supervisory History Report

Supervisory Privilege Expiry Date 2021/12/31

Associated Areas of Study			
Area of Study	Description	Type	Category
MDCV-AOS	Cardiovascular/Respiratory Sci	Other	Unrestricted
MDSC-AOS	Medical Science	Home Department	Unrestricted

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 now.

**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



# Frequently Asked Questions

## I believe that my Supervisory History Report contains some errors. What can I do to resolve this issue?

There are two things that supervisors should be aware of when trying to determine if there are any errors in their Supervisory History report.

1. Supervisory arrangements for course-based students who complete a capstone project or major research paper are not normally recorded in PeopleSoft. As a result, students who you supervised in this capacity are not normally included on your Supervisory History Report.
2. Students who you supervised at any point will remain as part of your supervisory history, even if they had a change of supervisor or you no longer serve as a member of their supervisory committee.

If the issue you have identified doesn't fall into either of these situations, contact the Graduate Program Staff (Administrator, Advisor, Coordinator, etc.) for the program that the student was registered in, and they should be able to assist you with resolving this issue.

## What type of activities qualify as supervisory development?

Any activities that help you to develop or improve in any aspect of supervision could be considered supervisory development activities. These activities do not need to be specifically targeted towards supervisors. Some examples of supervisory development activities could include:

- New supervisor workshop offered by FGS
- Any supervisor workshops or training offered by FGS, your Teaching Faculty or Graduate Program
- Mentorship from a more experienced supervisor
- Workshops offered by Research Services
- Taking advantage of resources offered through the UCalgary Mental Health Strategy or learning how to support students in distress
- Training related to communication or giving feedback
- Training modules offered by the Taylor Institute
- Learning about challenges for international students and how to best support them

## How do you define the past 5 years?

Normally, the past five years refers to the five years prior to the expiry date of your supervisory privileges. For example, if your supervisory privileges are set to expire on December 31, 2023, you would consider the past 5 years as January 1, 2019-December 31, 2023.

If your supervisory privileges expired before you had an opportunity to complete the renewal process, you can consider the past 5 years as the 5 years prior to January 1<sup>st</sup> of the year you complete the renewal form. So, if

your supervisory privileges expired on December 31, 2021, and you are completing the form in October 2023, you would consider the past 5 years as January 1, 2018-December 31, 2022.

If you were on a leave in which you were unable to supervise graduate students at any time during the most recent 5-year period, please note this in your renewal.

I'm struggling with answering the three renewal questions. Do you have any examples that I can use as inspiration or as a starting point?

1. List and discuss any supervisory development activities you have undertaken in the past 5 years.

EXAMPLE 1:

I participated in two Women Leadership workshops offered by NSERC-Prairies in collaboration with the Canadian Centre for Women in Science, Engineering, Trades and Technology.

EXAMPLE 2:

I have attended several leadership workshops offered by the University of Calgary, too many to list. I have participated and been a guest on panels that discuss student supervision in technical theatre and design. In this 5-year reporting cycle, I was nominated for a Great Supervisor Award.

2. Comment briefly on outcomes (completions, withdrawals, etc.) for students in the past 5 years.

EXAMPLE 1:

In the past 5 years, I have supervised the following students to completion:

- Name, degree, year of graduation (major awards held) – current position

NAME withdrew due to medical reasons in YEAR, after taking a leave of absence.

In the past five years, I have also served on # supervisory committees.

I am currently supervising # of students (# MA, # PhD), and am on # additional supervisory committees.

EXAMPLE 2:

I've had # Masters students complete in the last five years. # of these took longer than normal due to life course delays (returning to work, having a baby). I currently supervise # PhD students, and co-supervise # more. All are on schedule, except for one that is delayed by a few months due to family circumstances.

3. Discuss your approach to graduate supervision.

EXAMPLE 1:

My approach to graduate supervision:

- is individualized: Students and I have regular (i.e., weekly) one-on-one meetings that ensure that our plans and expectations are aligned.
- involves both guidance and dialogue: There are times when I provide students with clear advice and when we explore and learn together.

- ensures that I can act as a role model for my students: I model conscientious scholarship, informed teaching, committed service and a healthy lifestyle.
- involves open communication: I am available and responsive to students and communicate respectfully.

#### EXAMPLE 2:

My approach to graduate supervision is based on three principles: provide ample advice to help students think and make up their own minds, but give assistance when they are stuck; help students be prepared for change in the direction of their research (eg., data collection plans); and meet frequently enough to know that students have ongoing tasks that engage them in productive activities leading to outputs (e.g., conference presentations, papers, datasets). I also think it is important that students keep in mind that their research needs to have social value. That is, the output(s) of their research need to benefit society in some way, and they need to be able to explain that in non-technical terms.

#### EXAMPLE 3:

I consider supervision an important priority. My optimal group size is X Doctoral and X Masters students. Key components of the student experience in my laboratory are the exposure to real clinical problems, as well as collaborations with other researchers, both nationally and internationally. We have regular laboratory meetings twice/month, and I meet individually with all the students at least twice/month. I also regularly provide opportunities for mentorship and discussions with our clinical collaborators and other experts. Given the highly inter-disciplinary nature of our research, I find that regular interactions with researchers in other areas and clinicians bring great benefit.

#### EXAMPLE 4:

In the past, I had tended to operate on the principle that graduate students were able to work independently, with meetings as necessary, though I always encourage supervisees to talk to me about any issue at any time. More recently, I have come to realize that current students need active supervision more than past students have needed it. Consequently, I have modified my approach to supervision so that I meet more often with students, to ask for progress reports and drafts or partial drafts on a regular basis. Since this seems to be effective, I will continue to do this in the future.