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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 feel that there are errors in your Supervisory History Report, refer to the **Frequently Asked Questions** for how to get this issue addressed.
7. When you are ready, click **Start Renewal Process** to open the Supervisory Renewal webform.
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 10 minutes. Click the **Save** button regularly to save your answers.

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](#).

Please note that all comments can be read by the supervisor and all parties accessing this webform.
4. Once you have sufficiently answered all three questions, click **Submit for Approval** to initiate the review/approval process.

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

![Supervisory Renewal Approval](Image)

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

![Thank you for submitting your Supervisory Renewal form](Image)

Dear [Name],

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](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.

Please note that all comments can be read by the supervisor and all parts of the renewal can be read by the dean.
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.

   An application for renewal of Supervisory Privileges requires your attention

   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.
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

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**Supervisor Details**

**Associated Areas of Study**

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Description</th>
<th>Type</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCY-ACS</td>
<td>Cardiovascular/Respiratory Sci</td>
<td>Other</td>
<td>Unrestricted</td>
</tr>
<tr>
<td>MDSC-AOS</td>
<td>Medical Science</td>
<td>Home Department</td>
<td>Unrestricted</td>
</tr>
</tbody>
</table>

**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

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**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.

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.
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 1st 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 (e.g., 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.