

**Original Approval Date:**        **October 15, 2021**                                **(Effective: January 1, 2022)**

**Most Recent Approval Date:**    **October 15, 2021**

**Parent Policy:**                    [FGSR Adjunct Academic Appointment and Graduate Student Supervision Policy](#)

## **Graduate Student Supervision Development Procedure**

<b>Office of Administrative Responsibility:</b>	Faculty of Graduate Studies and Research
<b>Approver:</b>	General Faculties Council and Board of Governors
<b>Scope:</b>	Compliance with this University procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B: Definitions and Categories) in addition to visiting speakers, professor emeriti, and undergraduate and graduate students.

### Overview

The University supports a culture that focuses on the importance of the working relationship between a graduate student supervisor and their graduate students. This procedure establishes the required development for new employees to undertake in order to attain an adjunct academic appointment in the Faculty of Graduate Studies and Research (as outlined in the FGSR Adjunct Academic Appointment and Graduate Student Supervision Policy).

### Purpose

To outline the development requirements for new employees, and the availability of optional development for continuing graduate student supervisors.

## PROCEDURE

### **1. IMPORTANCE OF DEVELOPMENT**

Supervisors will acquire through the development program:

- a. An understanding of best practices in graduate student advising;
- b. An awareness of the policies and procedures at the University of Alberta and how these apply to the campus community; and,
- c. Familiarity with teaching supports available on campus and where they can be accessed.

### **2. CONTENT OUTLINE**

- a. The development program will emphasize the need to incorporate Equity, Diversity, Inclusion, as well as Indigenous perspectives in graduate education;
  - b. It will also include material / resources on University policies and procedures, and EDI and Indigenous perspectives; and,
  - c. Ideally, graduate student supervisors will participate in a practice of self-reflection to understand what it means to become, and remain, a conscientious and successful graduate student supervisor and mentor.
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- d. Areas identified for the development program will be the following:
  - i. Building Student Supervisor Relationships;
  - ii. Communication;
  - iii. Professional Development;
  - iv. Conflict Resolution; and,
  - v. Wellness.
- e. Content for the development program will be regularly updated, in consultation with an *ad hoc* "Supervisory Development Requirement" advisory group, taking into account new supervisor feedback, emerging areas of need/concern, refinement of best practices, etc.
- f. The delivery of the development program will embody principles in universal design and accessibility, and combine both online modules and in-person workshops.
- g. The duration will be approximately 10 hours total (8 online and 2 in-person) and new supervisors will be able to access the development program as soon as their appointments are approved. Ideally, the in-person workshops will be held during new staff orientation activities so as to foster a cohort effect across campus.

### 3. RESPONSIBILITY FOR THE DEVELOPMENT PROGRAM

- a. The graduate supervision development program content will be created, delivered, and maintained by FGSR in collaboration with campus partners (e.g. the Office of the Vice-Provost (Learning Initiatives), Office of the Vice Provost (Indigenous Programming and Research), Centre for Teaching and Learning, Office of the Vice-Provost and Dean of Students, senior academic staff members); and,
- b. FGSR will be responsible for tracking the FGSR academic adjunct appointments and completion of the supervision development program.
- c. Graduate programs will maintain their own development, training, mentoring, and orientation practices specific to their academic units.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [ <a href="#">▲Top</a> ]	
<b>Term</b>	Enter the definition for the term in this column. There is no limit to the number of terms you may define. Terms should be listed here in the order they appear above.  If you do not need to define any terms, do not delete this section. Delete this row only and change the above message to read "There are no definitions for this Procedure."

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