

Membership in the Faculty of Graduate and Postdoctoral Studies (FGPS)

Application Procedures:

Regular faculty members, cross-appointees and adjunct professors who are interested in membership in the Faculty of Graduate and Postdoctoral Studies (FGPS) should:

- submit a request, in writing, to the Chair of the Department;
- the applicant should outline their reasons for wishing membership in the FGPS;
- obtain a brief letter of confirmation from your Chair, supporting your appointment in the FGPS (for cross-appointments only - not required for adjunct appointments);
- submit 6 copies of an updated *curriculum vitae*, (in **OCGS format**) describing education, related experience, publications, honours, and sources and amounts of current research funding;
- professors may wish to include a short covering letter explaining their research contributions.

Requests will be considered by the Departmental Teaching Personnel Committee (DTPC). If approved, the Chair will forward the recommendation to the Faculty Teaching Personnel Committee. All applicants for membership in the FGPS will receive a copy of the requirements for membership, and the expectations of the Department.

In considering applications for membership in the FGPS, the DTPC will consider the following factors:

1. Academic excellence in terms of quality of work, productivity, success in obtaining grants etc.
2. Maintenance of an active program in an area of research relevant to the Department.
3. Experience as a graduate student, post-doctoral fellow or researcher in an academic environment and/or previous experience supervising graduate students. Willingness to have a co-supervisor may be recommended by the Department.
4. In order to maintain a link with students who are studying off-site, Adjunct Professors who wish to take graduate students may be asked to identify a core member of the Department, who is also a member of the FGPS, to act as co-supervisor.
5. Evidence of reasonable financial support for graduate students.
6. Willingness to teach in the graduate program, including lectures, participation in comprehensive examinations, thesis examinations, thesis advisory committees and supervision of B.Sc. honours thesis research, as required.

Periodic Review of Membership in the FGPS:

Periodically, the Executive Committee of the FGPS reviews memberships in the FGPS, which usually coincides with the terms of cross- or adjunct appointments. When a professor is scheduled for review, they will be informed by the Chair that their membership will be re-examined. They will also be asked to provide specific details about their contributions to the

department during the past term (e.g. student supervision, involvement in teaching, course development, membership on thesis advisory committees, examining and/or chairing thesis defences and comprehensive examinations, membership on graduate committees, seminar attendance, etc.) as well as 6 copies of an up-to-date *curriculum vitae* (in **OCGS format**). The decision regarding renewal will be made by the DTPC, forwarded to the Faculty Teaching Personnel Committee, and then to the FGPS for final approval.