

Senate Policy

Membership in Graduate Studies

4.3

Description:

This policy outlines the criteria for appointment as a member of Graduate Studies at OCAD University.

Approvals:

Approved by Senate Graduate Studies Committee: December 2011
Approved by Senate: January 2012

Revised by Senate Graduate Studies Committee: May 15, 2013
Approved by Senate: May 2013

Revised by Senate Graduate Studies Committee: March 2019
Approved by Senate: May 2019
Date Effective: June 2019

Approval Authority: Senate

Signature: b. h. Yael, Chair

Policy:

Responsibility for all elements of graduate teaching and supervision at OCAD University (OCAD U) rests with members of Graduate Studies. Membership in Graduate Studies is subject to approval by the Graduate Faculty Appointment Committee.

Membership in Graduate Studies:

To be appointed as a member of Graduate Studies, an individual normally must hold a faculty appointment (tenured, tenure-track, continuing, contractually-limited term

appointment (CLTA), teaching-intensive stream (TIS), or sessional faculty) or be an adjunct professor. At the time of hire, faculty are assigned to a home Faculty and that status will be maintained with any appointment as a member of Graduate Studies.

All members of Graduate Studies must hold a graduate degree in their field (e.g., PhD, MDes, MFA, MArch) or equivalent qualification or experience (professional practitioners, Elders, knowledge keepers).

Categories of membership:

There are three categories of membership: Full, Associate and Teaching.

Membership is based on affiliation with OCAD U.

Full Members:

- Tenure or tenure-track faculty
- Continuing or CLTA faculty
- TIS faculty (only those whose contracts include responsibilities for professional practice/research as 10% of their workload)

Associate Members:

- Adjunct faculty
- All others external to OCAD U

Teaching Members:

- Sessional faculty
- TIS Faculty (whose contracts do not include responsibilities for professional practice/research)

Criteria:

Full members must demonstrate an established and current program of research, performance, creative and/or design practice as outlined in article 20.3 of the Memorandum of Agreement.

Associate members will be assessed on a case-by-case basis based on the needs of the program and students.

Teaching members must demonstrate appropriate scholarly, professional and/or design or creative record commensurate with program activities and responsibilities.

Responsibilities:

Membership in Graduate Studies does not constitute an agreement by the university to assign the faculty member graduate courses to teach or graduate students to supervise.

- a) *Principal Advisor:* Full members may serve as Principal Advisor of a thesis or major research paper/project (MRP). Associate and Teaching members are not

normally appointed as a Principal Advisor.

- b) *Committee Membership*: Full and Associate members may serve as member of a thesis or MRP committee. Teaching members are not normally appointed as participants as committee members.
- c) *Final Oral Examination*: Full members may serve as chair and/or a voting member of a final oral examination committee. Associate members may serve as voting members of a final oral examination committee. Teaching members do not normally serve on final oral examination committees.
- d) *Teaching*: Full and Teaching members may teach, set, and mark examinations for graduate course(s) and give such other direction to graduate students as may be required.

Duties	Teaching	Principal Advisor	Committee Member	Final Oral Examination
Membership				
Full	Yes	Yes	Yes	Yes
Associate	No	Not Normally	Yes	Yes
Teaching	Yes	No	Not Normally	Not Normally

A member taking on duties or responsibilities not normally assigned to their membership category requires the approval of the Dean of Graduate Studies.

Procedures for Appointment:

Deans and Graduate Program Directors (GPDs) may make nominations for appointment for membership in Graduate Studies. Nominations must indicate specifically the way in which the nominee’s research or design and creative practice offers resources for OCAD U’s Graduate Studies and must be accompanied by an up-to-date curriculum vitae. Nominations are reviewed by the Dean, Graduate Studies and the Dean of the nominee’s home Faculty and submitted for formal approval to the Graduate Studies Appointment Committee.

The Graduate Studies Appointment Committee comprises the Vice-President, Academic & Provost and the Deans of the Faculties and is chaired by the Dean, Graduate Studies. An approved appointment is typically for a period of five years. Approved candidates are sent a letter of appointment from Graduate Studies, outlining the terms of the appointment and including the category, duties, and the appointment start date and end date.

Renewal of Appointments:

In consultation with Graduate Program Directors, the Graduate Studies Appointment Committee reviews all graduate faculty who are in the final year of their term and considers them for reappointment based on the Graduate Studies membership.

Renewal will be for an additional five-year term. In the event of non-renewal, membership in Graduate Studies will expire as of the date set out on in the original appointment.

End of Graduate Faculty Appointment:

An individual's appointment to Graduate Studies ends if, through death, retirement, resignation, or for any other reason, the individual is no longer eligible for membership in Graduate Studies or upon expiry and non-renewal of the appointment.