



GRADUATE FACULTY PROCEDURE

Procedure Type:	Academic	Initially Approved:	July 1, 2017
Procedure Sponsor:	Dean, Academic Programs	Last Revised:	July 8, 2025
Responsible Unit:	Research and Graduate Studies Office	Review Scheduled:	July 2030
Approver:	General Faculties Council		

A. PURPOSE

This procedure describes the criteria and process to be appointed as a member of the Graduate Faculty.

B. PROCEDURES

1. MEMBERSHIP IN THE GRADUATE FACULTY:

- 1.1 Faculty members at AUArts do not automatically have supervisory or teaching privileges in graduate programs. Authority to teach or supervise graduate students is a separate category of appointment with different criteria. Responsibility for directing all elements of graduate teaching and supervision rests with members of the graduate faculty.
- 1.2 In order to be appointed to the Graduate Faculty, an individual normally must hold a faculty position at AUArts (permanent, probationary, first year permanent, limited term or sessional) or status-only positions such as senior scholar, adjunct professor, or sessional faculty in good standing.
- 1.3 Graduate Faculty designation does not affect the School status of the faculty member. Graduate course and supervision assignments are arranged by the Chief Academic Officer or designate (RGS) in consultation with the Chair or designate of the faculty member's home School.
- 1.4 From time to time, the Chief Academic Officer or designate RGS or Program Committee may recommend the appointment of non-AUArts faculty to teach and/or participate on a graduate student's committee. Such individuals must meet the requirements for appointment to the Graduate Faculty.

2. CATEGORIES OF APPOINTMENT:

- 2.1 Appointments to Graduate Faculty are made in one of three categories:
 - a) Full members, who may:
 - i. Act as Principal Supervisor of a master's student and as a member of Graduate Supervisory Committees;
 - ii. Serve as Chair or voting member of a Thesis Examination Committee, where such examinations are required, and perform all associated duties; and

- iii. Teach, set, and mark examinations and/or seminar papers or conduct critiques for a graduate course, and give such other graduate direction as may be required.
- b) Associate members, who shall be permitted to:
 - i. Undertake all the duties of a full member, including teaching and supervision of independent studies courses, but normally shall not serve as a Principal Supervisor or chair a thesis examination committee. Sessional faculty may be appointed under this category for the sole purpose of teaching a graduate course. Sessional faculty cannot serve on a graduate supervisory committee.
 - ii. Limited Term Appointment (LTA) faculty may be appointed under this category. Limited Term Appointment faculty can serve on a graduate supervisory committee if the term of their LTA appointment is longer than the anticipated four semester commitment.
- c) Senior Scholar Graduate Faculty Appointees, who shall be permitted to:
 - i. Chair a final thesis examination;
 - ii. Serve as a member of a Graduate Supervisory Committee and as a voting member of a Thesis Examination Committee;
 - iii. Teach, set and mark examinations and/or seminar papers or conduct critiques for a graduate course;
 - iv. Under exceptional circumstances, act as Principal Supervisor for a graduate student; and
 - v. Assume additional responsibilities only if they are actively engaged in research and is accessible to graduate students.

3. THE GENERAL CRITERIA FOR MEMBERSHIP IN THE GRADUATE FACULTY ARE:

3.1 Full Membership

- a) Nomination by an AUArts School;
- b) Terminal degree in their field (such as Ph.D., MFA or M.Des) or equivalent qualification appropriate to the discipline;
- c) Permanent or probationary appointment;
- d) A track record of juried exhibitions, peer-reviewed research publications, or other evidence of peer-reviewed scholarly, professional and/or creative productivity appropriate to the discipline;
- e) An established program of research, performance, creative or design practice and, where appropriate, research funding from an external source and/or publication of at least one externally refereed article or book, or peer reviewed/curated exhibition of artistic work in the past five years;
- f) A record of successful participation in graduate education (such as teaching a graduate course, serving on a supervisory committee or thesis examination committee); and
- g) Have met the expectations and deadlines for Supervision, as indicated by the RGSO in all Supervisory Forms.

3.2 Associate Membership

- a) Nomination by an AUArts School;
- b) Terminal degree in their field (such as Ph.D., MFA or M.Des) or equivalent qualification appropriate to the discipline;
- c) New probationary faculty during their first year at AUArts or those holding an appointment as Sessional Professor or Limited Term Appointment;

- d) An appropriate scholarly, professional, and/or design or creative record commensurate with program activities and responsibilities such as publication or acceptance for publication of at least one externally refereed article or book, or peer reviewed/curated exhibition of artistic work in the past five years.
- e) At the discretion of the Graduate Program Committee as recommended to the Graduate Studies Standing Committee, sessional faculty can be appointed to this category for the sole purpose of teaching a specific graduate course, provided the candidate's CV documents the necessary qualifications to teach the specified course.

3.3 Senior Scholar Graduate Faculty Appointee

- a) Nomination by an AUArts School;
- b) Terminal degree in their field (such as Ph.D., MFA or M.Des) or equivalent qualification appropriate to the discipline;
- c) Affiliated with AUArts as adjunct professor;
- d) An exceptional track record of juried exhibitions, peer-reviewed research publications or other evidence of peer-reviewed scholarly, professional and/or creative productivity appropriate to the discipline;
- e) An exceptional program of research, performance, creative or design practice and, where appropriate, research funding from external sources and/or publications of externally refereed articles or books, or peer reviewed/curated exhibitions of artistic work in the past five years; and
- f) A record of successful participation in graduate education (such as teaching a graduate course, serving on a supervisory committee or thesis examining committee).

- 3.4 Membership in the Graduate Faculty does not constitute an agreement by the University to assign the faculty member either graduate courses to teach or graduate students to supervise.

4. PROCEDURES FOR APPOINTMENT:

- 4.1 The Chairs of the Schools will make recommendations for appointment as members of the Graduate Faculty to the Graduate Studies Standing Committee. Recommendations must indicate specifically the way in which the nominee's research or and creative practice offers resources for AUArts' graduate programs and be accompanied by an up-to-date curriculum vitae.
- 4.2 Upon the committee's positive decision to appoint a candidate to the Graduate Faculty, the Research and Graduate Studies Office sends a letter of appointment to each faculty member outlining the terms of the appointment including the category, duties, and the appointment start date and end date. Appointments are typically for a period of two years for the first appointment, and up to five years (or the completion of supervision, whichever comes later).

5. END OF GRADUATE FACULTY APPOINTMENT:

- 5.1 An individual's appointment to Graduate Faculty ends if, through retirement, resignation, or for any other reason, the individual is no longer eligible for the Graduate Faculty or upon expiry and non-renewal of the appointment. An individual's appointment to Graduate Faculty ends through the same process as original appointment. A faculty member can appeal a decision to end their Graduate Faculty appointment through an Appeal Committee struck by the Chief Academic Officer or designate, consisting of the Chief Academic Officer or designate and two Graduate Faculty members.

6. MENTORSHIP OF GRADUATE FACULTY – INTERNAL AND EXTERNAL

6.1 AUArts may supplement its pool of internal graduate supervisors with experienced Graduate Faculty members from nearby universities who will participate in AUArts' development of supervisory skills through a mentoring program. In instances where a student's Supervisory Committee has collectively limited or no experience supervising a graduate thesis, a mentor external to the program may be assigned to the committee to provide support. When an appropriate AUArts mentor is unavailable to fulfill this role, external mentorship may be arranged.[See Charts in Appendix 2 re Graduate Faculty: Roles and Responsibilities and Criteria for Membership].

C. ROLES AND RESPONSIBILITIES

The Research and Graduate Studies Office (RGSO) ensures that all procedures are communicated through handbooks, guidelines and information meetings to students, faculty and staff, and followed. RGSO works closely with the Registrar's Office in all matters.

D. DEFINITIONS

Graduate Faculty:	a pool of faculty members authorized to teach and supervise students in graduate programs.
Graduate Program:	an approved post-baccalaureate program offered at AUArts, including diplomas and Master's programs.
Graduate Student:	a student admitted into a Graduate Program at AUArts.
Principal Supervisor:	the Graduate Faculty member (or members, in the case of Co-Supervisors) who oversees and guides the work of a Graduate Student.
Graduate Supervisory Committee:	the committee of Graduate Faculty chaired by a student's Principal Supervisor to vet and evaluate the work of a Graduate Student.

E. RELATED LEGISLATION

- Post-secondary Learning

F. RELATED DOCUMENTS

- Alberta University of the Arts Faculty Association Collective Agreement
- Academic Calendar

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
07/08/2025	Extracted from Consolidated Graduate Procedures	All	University Secretary Assistant	President and CEO