

1. Membership in the Graduate Faculty:

Faculty members at ACAD 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.

In order to be appointed to the graduate faculty, an individual normally must hold a faculty appointment at ACAD (permanent, probationary, limited term or continuing) or status-only positions such as emeritus professor, adjunct professor, or sessional faculty.

All faculty members who teach and supervise graduate students must be members in good standing of the Graduate Faculty. This designation does not affect the home School status of the faculty member. Graduate course and supervision assignments are arranged by the Director of Research and Graduate Studies (RGS) in consultation with the Chair or designate of the faculty member's home School.

From time to time, the Director RGS or Program Committee may recommend the appointment of non-ACAD 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:

Appointments as Graduate Faculty are made in one of three categories:

2.1 Full members, who may:

- a. Act as Principal Supervisor of a master's student and as a member of Graduate Supervisory Committees;
- b. Serve as chair or voting member of a Thesis Examination Committee, where such examinations are required, and perform all associated duties; and
- c. 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.

2.2 Associate members, who shall be permitted to:

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.

2.3 Senior Scholar Graduate Faculty Appointees, who shall be permitted to:

- a. Chair a final thesis examination;
- b. Serve as a member of a graduate supervisory committee and as a voting member of a

- thesis examination committee;
- c. Teach, set and mark examinations and/or seminar papers or conduct critiques for a graduate course;
- d. Under exceptional circumstances, act as Principal Supervisor for a master's student; and
- e. Assume additional responsibilities only if he or she is 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 ACAD 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; and
- f. A record of successful participation in graduate education (such as teaching a graduate course, serving on a supervisory committee or thesis examination committee – cf. Preamble.)

3.2 Associate Membership

- a. Nomination by an ACAD 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 ACAD or those holding an appointment as Adjunct Professor;
- 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 ACAD 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 ACAD 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).

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

Procedures for Appointment:

The Chairs of the four 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 ACAD's graduate programs and be accompanied by an up-to-date curriculum vitae.

Upon the committee's positive decision to appoint a candidate, typically for a period of five years, 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, as well as the terms and conditions for renewal.

End of Graduate Faculty Appointment:

An individual's appointment to graduate faculty ends if, through death, 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.

Mentorship of Graduate Faculty – Internal and External

ACAD may supplement its pool of internal graduate supervisors with experienced graduate faculty members from nearby universities who will participate in ACAD's 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 ACAD mentor is unavailable to fulfill this role, external mentorship may be arranged. It is anticipated that within three to five years, ACAD will have developed sufficient internal capacity to mentor and train new faculty and new graduate programs on an ongoing basis.

Graduate Faculty – Roles and Responsibilities

		Full Member	Associate Member		Senior Scholar Graduate Faculty Appointee
			First Year Permanent	Sessional	
Supervisory Committee	Interim Supervisor (Chair of Committee)	X			
	Principal Supervisor (Chair of Committee)	X			(X)*
	Co-Supervisor (if applicable)	X			(X)*
	Member of Supervisory Committee - REQUIRED: One whose primary expertise falls within the program area - REQUIRED: One whose expertise and home program falls outside the program area but is internal to the institution (external only in exceptional circumstances)	X	X		X
Thesis Examination	Neutral Chair	X			X
Teaching	Graduate Courses (600 level)	X	X	X	X
	Undergraduate Courses with Graduate requirements (500 level)	X	X	X	X
	Undergraduate Courses audited by Graduate Students	Instructors are not required to be members of the Graduate Faculty			

* only under exceptional circumstances

Criteria for Membership in the Graduate Faculty

		Full Member	Associate Member		Senior Scholar Graduate Faculty Appointee
			First Year Permanent	Sessional	
	Nomination by an ACAD Graduate Program	X	X	X	X
	Terminal degree in their field (such as Ph.D, MFA) or equivalent qualification appropriate to the discipline	X	X	X	X
Status	One year or more as Permanent Faculty	X			
	Permanent Faculty (First Year)		X		
	Sessional Instructor contract			X	
	Adjunct Faculty contract				X
Publication	A track record of peer-reviewed scholarly, professional and/or creative productivity appropriate to the discipline	X			
	Same as above, but to an exceptional level				X
Research	An established program of research, performance, creative or design practice and at least one externally refereed article or book, or peer reviewed/ curated exhibition of artistic work in the past five years.	X			
	An appropriate scholarly, professional and/or design or creative record commensurate with program activities and responsibilities.		X	X	
	An exceptional program of				X

	research, performance, creative or design practice and successful participation in graduate education.				
Professional Development	Participation in Graduate Faculty Development initiatives as described in preamble	X	X	X	

REFERENCE:

Text