

Roles & Responsibilities of Faculty Advisors for Graduate Students Supervision

General responsibilities of advisor

- Promote conditions conducive to a student's research and intellectual growth.
- Advise students of regulations pertaining to a safe environment. This includes: relevant safety and workplace regulations, policies designed to protect individual rights and freedoms, and alerting students of personal risks that may be encountered during research, and to provide training and guidance for equipment.
- Comply with commitment of financial support made to the student as part of offer of admission.
- Participate in organizing qualifying and final examinations (defence).
- Acknowledge student contributions in presentation and published materials (i.e. joint authorship for publications).

General responsibilities of a graduate student

- Be present! When in the lab, keep cell phone use to a minimum and maintain focus on the task at hand. This is for your own personal safety as well as those who may be sharing the space with you.
- Discuss project-specific expectations with your supervisor. Meet early to discuss project deliverables and milestones as well as who is responsible for scheduling advisory committee meetings, report filing, etc.
- Discuss early the consequences of intellectual property that may arise from your research (authorship, ownership, etc).
- Ensure you complete all required training (WHMIS, MSDS, etc) **PRIOR** to entering lab!
- Ensure you are familiar with all workplace policies (working alone, academic misconduct, etc).

Guidance/Mentorship

- Provide guidance and assistance in all stages of research program, including the development and execution of the research project.
- In conjunction with the student, develop and formally approve list of courses.

Availability

- Be **reasonably** accessible via telephone, email or in person to assist in academic progress and research problems.
- Maintain **frequent communication** with both advisor and advisory committee, specifically if any concerns arise.
- Provide **ample** notice of extended absences (such as research leaves) and make arrangements for advising of the student. If faculty member is aware of their absence prior to the start of the student's research program, students should be informed of this right away. Depending on duration of absence and stage of student's program, students may be assigned an interim advisor.

Feedback

- Examine written material thoroughly and provide constructive suggestions.
- Inform students on timeline for expected feedback. Inform student of time it will take for submitted written material to be returned with comments/feedback.
- Provide student with acceptability of draft thesis or research project before it goes to advisory committee.

- Confirm/approve progress reports. These progress reports should be provided to the student and advisory committee prior to meeting. If student progress is rated as “some concern” or “unsatisfactory progress”, help formulate a plan of action with student to address problems.
- Submit student evaluation reports, formulating plan of action to address problems that may have been identified, and to provide written notification to Faculty of Graduate Studies if semester progress is rated as “some concern” or “unsatisfactory progress”.

NOTE: Advisors must immediately disclose to the departmental chair of any conflicts of interest that may arise with student (ranging from but not limited to sexual, romantic or familiar ties; irreconcilable interpersonal conflicts; or financial interest in outcome of research project) if this occurs, faculty member responsible to withdraw from role as Advisor in consultation with department chair.