Process for Handling Applications for Participation in Health Sciences Affiliated Graduate Programs

The proposed policy outlines the procedures for approving faculty participation in Health Sciences affiliated graduate programs. This policy does not supersede University-wide policies or procedures regarding the role of faculty members in graduate education.

Individuals that are applying for, or have, Faculty positions (within and outside of the Faculty of Health Sciences) and wish to be approved for Graduate Program participation in Health Sciences affiliated Graduate Programs at McMaster University will be required to submit an application for:

1) Non-Supervisory Privileges
2) Supervisory Privileges (which also approves the applicant for Non-Supervisory Privileges in the program).

As stated on the attached applicant forms, applicants for privileges will be assessed for the following qualities (minimum requirements depend on the proposed role in a Program):

1) Advanced academic qualification(s) (e.g., Master’s degree or equivalent; PhD or equivalent is normally required for PhD supervision)
2) Demonstrated teaching experience, preferably at a graduate level
3) Demonstrated expertise and experience in the content area of teaching/mentorship
4) Demonstrated commitment to professional advancement as an educator/advisor
5) Experience with designing and teaching a graduate course
6) A programme of research, as shown by research grants or contracts
7) A regular flow of peer-reviewed publications, consistent with expectations in the discipline
8) Experience with the supervision of graduate research papers or comprehensive examinations
9) Membership on MSc or Ph.D. supervisory committees, as a primary or secondary supervisor.

The application process steps are outlined in the appended forms. The Approval Decisions will be handled as follows:

1) **Non-Supervisory Privileges.**
   The voting member that serves as the Graduate Program representative on the Health Sciences Graduate Curriculum and Policy Council (GPCC) will have the final authority to approve Non-supervisory privileges on behalf of the Health Sciences GPCC, provided that the application also has the approval of the Program Head (if not the GPCC representative) and the Department Chair (or equivalent), and in the case of Joint Appointments, both Department Chairs.

2) **Supervisory Privileges**
   Applications for Supervisory Privileges require a joint recommendation from the Graduate Program representative on the Health Sciences Graduate Curriculum and Policy Council (GPCC), the Program Head (if not the GPCC representative), the Department Chair (or equivalent), and in the case of Joint Appointment, both Department Chairs. Recommendations are to be forwarded to the Associate Dean of Graduate Studies (Health Sciences) for consideration of approval. When interviews are required for faculty appointments, completed recommendations should be provided to the Associate Dean before the interview. The Associate Dean may elect to defer the approval decision on Supervisory privileges to the Associate Vice President and Dean of the School of Graduate Studies, which will be required for all recommendations received for all Primary, Graduate Supervisory Privileges for Adjunct, Part-time Faculty, CLAs and Teaching Faculty, and for individuals who hold only a Clinical Faculty appointment. The approvals for participation of Emeritus Professors will be handled by the existing forms and processes of McMaster University.