Graduate Supervision:
Responsibilities of Graduate Supervisors

The role of the Supervisor is to serve as the primary academic mentor to the Graduate Student and provide oversight on their progress and research. By agreeing to work with a Graduate Student, the Supervisor will foster the intellectual and professional growth of their Graduate Students so that the Graduate Student can become competent contributors to their academic field of specialization. In accordance with the policies and procedures of the faculty member’s respective Graduate Program, their Faculty, the Queen’s QUFA Collective Agreement and the SGSPA, the primary responsibilities of the Supervisors are to:

- For new graduate supervisors, participate in graduate supervision orientation and training offered by SGSPA, the Centre for Teaching and Learning, or equivalent, normally within one year of appointment to the University.
- Be familiar with and follow the rules, procedures, and regulations related to supervision and graduate studies as outlined in the program, Faculty, the Queen’s-QUFA Collective Agreement and SGSPA, including the sequence of program components and supervisory requirements.
- Discuss with the Graduate Student:
  - Graduate Program rules, regulations, and standards for coursework, qualifying/comprehensive examinations, research proposal, and thesis/dissertation research.
  - Learning and research goals in relation to expectations for advanced research.
  - Supports available to the Graduate Student in developing (or revising as needed) a plan to achieve their goals.
  - A mutually agreeable communication approach that will work for both parties including frequency and form of communication, including expectations for supervisory meetings.
  - Goals for conference attendance, publishing, research, teaching, other employment opportunities, and engagement in academic community activities, encouraging the Graduate Student (when applicable) to disseminate research findings through publication, presentation or creation of artistic or other works.
  - Ownership of intellectual property and authorship on publications (and, where appropriate, establish in writing), following University guidelines and policies including Academic Integrity policy, relevant collective agreements, the SGSPA regulations as found in the Academic Calendar, and the SGSPA Graduate Supervision Handbook.
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- Respond to Graduate Student’s submitted or presented work with constructive and actionable feedback to support/ensure continuous progress and in a timely manner following departmental expectations and as agreed upon between student and supervisor.

- Monitor the Graduate Student’s progress as required by SGSPA and as applicable within the student’s department/program/Faculty through annual progress monitoring and reporting procedures, assessments of Graduate Student work, and regular communication with the Graduate Student.

- In consideration of the Graduate Student’s merits, encourage and support the Graduate Student in any reasonable internal or external funding applications and particularly those sanctioned by the University (e.g., tri-council funding).

- In collaboration with the Graduate Student, facilitate the establishment of a Supervisory Committee (when required) and facilitate program milestones (e.g., coursework selection, qualifying/comprehensive exam, proposal defense, thesis/dissertation defense).

- Work to negotiate differences of opinion; when conflicts or differences in expectations arise, seek department, Faculty, or SGSPA support to resolve conflicts.

- If a Graduate Student expresses distress, direct them to Queen’s Student Wellness Services, other units within the Division of Student Affairs; Campus Security and Emergency Services, or other University resources as appropriate following the University’s guidelines.

- In the event that a Graduate Student makes a disclosure of sexual violence, adhere to requirements as detailed in the Policy on Sexual Violence Involving Queen’s University Students.

- In coordination with the department/Faculty and Queen’s Student Accessibility Services (where relevant), ensure Graduate Students receive appropriate academic considerations for extenuating circumstances and/or disability-related accommodations following the SGSPA Protocol for Short-term Academic Consideration and the SGSPA regulation on Accommodation for Graduate Students with Disabilities.

- Maintain an academic and professional Graduate Student-Supervisor relationship that adheres to all applicable University policies and applicable collective agreements, including but not limited to, the SGSPA Conflict of Interest regulation as found in the Academic Calendar, University’s Conflict of Interest policy, and the University’s harassment and discrimination policies and procedures.