

University of New Brunswick
SCHOOL OF GRADUATE STUDIES

**PROCEDURES FOR APPOINTMENT TO MEMBERSHIP
IN THE SCHOOL OF GRADUATE STUDIES**

In May 1985, the Board of Governors approved provisions for the appointment of faculty to membership in the School of Graduate Studies to participate in graduate teaching, research and supervision. Appointments are by nomination of a Graduate Academic Unit (GAU).

In May 2019, approval was obtained for an additional category of Associate Membership. This membership category was created to facilitate broader participation in graduate activities by UNB employees holding other types of appointment with expertise relevant to graduate affairs, including: retired faculty members, Instructors and Senior Teaching Associates, Research Associates, Nurse Clinicians, Indigenous Elders and Postdoctoral Fellows. The terms and opportunities for Associate Members will be commensurate with their background and experience and may include providing instruction in graduate courses and seminars, serving on supervisory and examination committees, co-supervising graduate students, and participating in other general activities associated with graduate programming. Appointments are by nomination from a sponsoring GAU and shall be for a 4-year term, subject to renewal.

Process for Appointment:

- 1) Individuals who meet the following criteria may be apply for Membership or Associate Membership in the School of Graduate Studies:
 - a) they hold a continuing position at UNB, or are retired faculty,
 - b) they are not themselves a candidate for a higher degree at UNB or another university,
 - c) they have demonstrated interest and experience in research and scholarship.
- 2) The applicant will complete the following membership application form and attach a current CV
- 3) The applicant will forward this package to the Director of Graduate Studies of the GAU that will sponsor their membership. The Director of Graduate Studies and subsequently the chairperson of the GAU (or the Dean in non-departmentalized Faculties) will review the candidate's application and endorse the nomination for membership by affirming the applicant's suitability to participate in graduate activities as outlined above.
- 4) The chairperson/Dean will forward the completed materials, including applicant's CV, to the Dean of Graduate Studies, who will then make a recommendation to the Executive Committee of the Graduate School which will decide the matter.
- 5) In the event that the Executive Committee denies membership in the Graduate School, the Dean shall notify both the applicant and the chairperson/Dean of the GAU. Any request for reconsideration of the decision will be made to the Executive Committee.

Renewal: Appointments to Associate Membership may be renewed subject to mutual agreement by the member, the Director of Graduate Studies of the GAU and the Department Chair/Faculty Dean. A memo requesting renewal, with a rationale for the re-appointment, including an up-to-date CV, should be sent by e-mail to the School of Graduate Studies at least 4 weeks prior to the end of the current appointment term.

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APPLICATION FOR MEMBERSHIP OR ASSOCIATE MEMBERSHIP

To be completed by the applicant:

I wish to apply for: Membership

Associate Membership

Name:

Department/Division:

E-mail:

GAU in which membership is requested:

Relevant appointments or experience:

Positions Held (starting with present position)	Dates	Department	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Educational background:

Degrees	College/University	Country	Discipline	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for appointment request:

Please attach a current C.V

Signature of Applicant

Date:

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RECOMMENDATION OF THE GRADUATE ACADEMIC UNIT (GAU)

INSTRUCTIONS: Complete this form and forward it, along with the completed application form, to the SCHOOL OF GRADUATE STUDIES

Name of Applicant:

GAU:

The above-noted is recommended for: Membership
 Associate Membership

1. Director of Graduate Studies:

Rationale for appointment:

Signature of Director of Graduate Studies

Date:

2. Chairperson/Dean (of the GAU to which the application is being made):

Comments:

Signature of Chairperson/Dean (of the GAU to which the application is being made)

Date: