

University of New Brunswick  
**SCHOOL OF GRADUATE STUDIES**

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

Membership in the School of Graduate Studies is required to participate in graduate supervision and teaching. Appointments are by nomination of a Graduate Academic Unit (GAU).

Criteria for serving as graduate supervisor are as follows:

- A supervisor must be a tenured or tenure-track faculty member at UNB, and will normally hold a PhD.
- Supervisors of doctoral candidates should have previous experience in graduate supervision (e.g., supervision of Masters students; co-supervision of PhD students)
- The supervisor must be active in the general subject area of the GAU.
- The supervisor must demonstrate continuing scholarly or creative activity and professional conduct as a supervisor.

As a complement to Membership (Full Membership) a category of Associate Membership was created in 2019 to facilitate broader participation in graduate activities by UNB employees holding other types of appointment with expertise relevant to graduate affairs. This includes Instructors and Senior Teaching Associates, Research Associates, Nurse Clinicians, Indigenous Elders and Postdoctoral Fellows. Retired faculty members are also eligible for Associate Membership. 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 to Full Membership are valid while the individual remains eligible according to the criteria above. Appointments to Associate Membership are for 4-year term, subject to renewal and may expire earlier if linked to a term position at UNB.

**Process for Appointment:**

- 1) The applicant will complete the following membership application form and attach a current CV.
- 2) 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.
- 3) 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 Membership Subcommittee of the Executive Committee of the Graduate School which will decide the matter.
- 4) In the event that the request for membership is denied, 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 Membership Subcommittee.

**Renewal:** Associate Membership can be renewed by sending an email with an updated membership application form and CV to SGS at least 4 weeks prior to the end of the current appointment. Applications for renewal must include any updates to end dates of term appointments. Applicants who no longer hold a position that qualifies them for associate membership should be re-directed to the HRA or Adjunct appointment process.

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**APPLICATION FOR MEMBERSHIP OR ASSOCIATE MEMBERSHIP**

**To be completed by the applicant:**

I wish to apply for:  Membership (Tenure-Track or Tenured Faculty Positions ONLY)

Associate Membership (All other eligible positions, including Limited-Term Faculty)

Name:

Department/Division:

E-mail:

GAU in which membership is requested:

**Relevant appointments or experience:** (Include future end dates (month/year) of active UNB term appointments)

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

Degrees	College/University	Country	Discipline	Year
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<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**

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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

**1. Director of Graduate Studies:**

**Rationale for appointment:**

Date:

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Signature of Director of Graduate Studies

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

**Comments:**

Date:

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

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**3. Dean of the School of Graduate Studies**

**Comments:**

Date:

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Signature of Dean of Graduate Studies