

Complete Policy Title:  
**Policy re Part-Time Instructors and Supervisors of Graduate Work**

Policy Number (if applicable):  
**SPS 7**

Approved by:  
**Senate**

Date of Most Recent Approval:  
**September 11, 1983**

Date of Original Approval(s):  
**September 10, 1968**

Supersedes/Amends Policy dated:

Responsible Executive:  
**Provost and Vice-President (Academic)**

Enquiries:  
[University Secretariat](#)

*DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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The following regulations cover the employment in graduate course instruction and graduate student supervision of persons who are not regular full-time members of the McMaster teaching staff. The basic principle is that such persons should be screened for suitability in much the same manner as are members of the full-time staff.

### **Lecturing**

Anyone who is to lecture (or otherwise give instruction) to any substantial extent at the graduate level (more than four or five lectures) shall be formally appointed as a part-time faculty member on the following basis:

- a. on the invitation of the department in which the course is given;
- b. with the approval of the Faculty Dean(s) concerned and of the Dean of Graduate Studies;
- c. for a specified period; and
- d. with defined responsibilities including, as a minimum, participation in decisions about the status of students taking the course.

The period of appointment may be for only one term or longer. In appropriate cases, the title of appointment need not be Lecturer, Assistant Professor, Associate Professor or Professor (part-time), but might be, for example, Visiting Professor or Research Associate.

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## Principal Supervisor of Graduate Students

No one shall be the main supervisor of a student (either *de jure* or *de facto*) unless he or she has an appointment to one of the usual academic ranks of the McMaster faculty. Suitable persons who are not full-time staff members may be appointed to positions of Lecturer, Assistant Professor, Associate Professor or Professor (part-time). These appointments, which are non-salaried, shall be made by the President on the recommendation of the Faculty Appointments Committee(s) and shall be reported to Senate for information. The appointments shall be for a stated period of years (normally three) and may be renewed. The other affiliation of the part-time staff member shall be listed in the Calendar. The rights of such appointees shall be spelled out carefully in each case and shall include as a minimum, the following rights and responsibilities.

## Responsibilities and Rights of a Supervisor

The part-time member is a supervisor of research students in a Department, i.e.:

- a. he supervises graduate students as a regular and continuing activity and for the likely duration of his appointment the Department includes his expertise in its student recruiting plans;
- b. he participates in the formulation of graduate studies policy in the Department and in its execution. The extent of the participation should be clearly stated by the Department, and while it may well exclude some things (i.e., qualifying exams) it should as a minimum include him as a voting member in departmental decisions on:
  - i. policy with regard to the supervision of students;
  - ii. the programs of his own students and other students of a similar category (i.e. the recommendations *re* incompletes, course failures, etc. -- possibly with named exclusions such as qualifying exams).

Such a part-time member should be given a reasonably complete role in the graduate work of the Department. The consideration is that his students should be treated like the other students of the Department, and this requires that their supervisor fully understand the Department's policies and standards and shares the responsibility for maintaining them.

## Membership on Supervisory Committees

The participation of a non-McMaster person as a subsidiary advisor to a student must be approved by the Chair of the Department in which the student is enrolled, and by the Dean of Graduate Studies.

If part-time appointments are to be offered to faculty from other universities then the approval in writing of the home university is required.