



## Teaching and Learning Services Supervision Workshop Suite

- Writing Effective Reference Letters
- Beginning the Supervisory Alliance
- Clarifying Expectations for Supervision
- Bumps in the Road in Supervision: A Conflict Resolution Discussion
- Recognizing and Supporting At-Risk Students

## Roles and Responsibilities of Graduate Program Directors

(Excerpts from GPS website: <http://www.mcgill.ca/gps/staff/gpd-gpc/gpd-roles-responsibilities>)

- GPDs must have: Some experience in all major areas of graduate activities commensurate with the program's offerings (e.g., if the program is a thesis program, the GPD should have had supervisory experience, acted as Pro-Dean, examined theses, offered graduate courses, etc.)
- GPDs are responsible for managing all aspects of their graduate programs and for advising students on academic matters.
- Serves as a resource person about rules, regulations and procedures for graduate education in the unit;
- Manages graduate activities pertaining to graduate students, aids the academic staff involved in graduate education;
- Manages any pedagogical, operational, and administrative issues that affect the graduate program;
- Initiates activities in the department to address issues in graduate education;
- Ensures that all thesis students have appropriate supervision and supervisory committees;
- Works with faculty members to monitor the progress of students throughout the graduate program;
- Works with GPS, the department Chair, the graduate liaison of the Faculty (Associate or Assistant Deans), and the Faculty Dean to maximize financial support for students, including making students aware of opportunities for external scholarships, etc.;
- Oversees supervision
- Helps to mediate student-supervisor conflicts (in case of conflicts between the GPD and his/her own students, should direct the student to the department Chair);
- Encourages best practices for supervision.



## Quick Links for Graduate Program Directors (2015)

### Academics

#### 1. Policies

- [Policies and Guidelines on Graduate Student Advising and Supervision](#)
- [Regulations on Graduate Student Research Progress Tracking](#)
  - GPS Graduate Student Research Progress Tracking [Form](#)
- [PhD Comprehensives Policy](#)
- [Graduate Studies Reread Policy](#)
- [Failure Policy in Graduate Studies](#)
- [Leave of Absence Policy](#)
  - Student Records [web form](#) to request a leave

#### 2. Resources

- [GPD Roles and Responsibilities](#)
- Grad Supervision [website](#)
- [Funding](#) opportunities, FAD (Fellowships Awards Database), departmental rankings
- [Thesis](#) guidelines, deadlines, and final submission
- [Enrolment Services](#); [Service Point](#)
- [Study Abroad](#) (e.g., Minerva Travel Registry; Pre-Departure Orientation; Insurance)

#### 3. Programs

- For all graduate program revisions/ changes/ proposals, contact GPS Programs team: [progproposals.gps@mcgill.ca](mailto:progproposals.gps@mcgill.ca)
- [SCTP Guidelines](#)

### Wellbeing and Student Life

- [Dean of Students](#) (e.g., helping students in difficulty; student rights and responsibilities; academic integrity)
- [Student Services](#) (11 units in total – some are listed below)
  - [Counselling Service](#)
  - [Mental Health Service](#)
  - [Office for Students with Disabilities \(OSD\)](#) (myACCESS)
  - [International Student Services](#) (e.g., immigration, study/ work permits, health insurance)
- [PGSS](#)

### Skills and Professional Development

- [SKILLSETS](#)
- [Graphos](#)
- [CaPS](#) (Career Planning Service)