

## Instructions for affiliating faculty members with your graduate program

UBC Calendar: <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,350,773>

Members of the Faculty of Graduate and Postdoctoral Studies must be tenured or tenure track (including grant tenured or grant tenure track) faculty members holding the rank of assistant professor, associate professor, or professor. Members must be approved by their disciplinary faculty (or functional equivalent) for membership in the Faculty of Graduate and Postdoctoral Studies and **must meet the criteria established by the graduate programs with which they are affiliated.**

Members of the Faculty of Graduate and Postdoctoral Studies may supervise graduate students, chair examining committees, and vote at Faculty general meetings.

**...Members of the Faculty of Graduate and Postdoctoral Studies must be listed in the Calendar under the degree programs with which they are formally affiliated.**

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To affiliate an eligible faculty member with your graduate program and make him/her a G+PS member:

- Ensure that your disciplinary faculty has approved the faculty member for membership in G+PS.
- Ensure that the faculty member has met the criteria for affiliation. Each graduate program sets its own criteria.
- Follow the instructions below to add the faculty member to your program's faculty list in the G+PS section of the Calendar.

## Instructions for making changes to faculty lists in the G+PS section of the Calendar

### Procedure:

1. Go to the **Faculty of Graduate and Postdoctoral Studies section of the Draft Calendar:**
2. <http://www.calendar.ubc.ca/vancouver/proof/edit/index.cfm?tree=12,204,0,0>
3. Click "Degree Programs" and scroll down to your unit's degree program(s).
4. Open a blank Word document and name it appropriately.
5. Put the URL of the Calendar page at the TOP of the Word document.
6. Cut and past the list of faculty members into the Word document.  
**Note:** you must use the link to the Draft Calendar (above), as it contains essential line references. Changes made to the current Calendar pages cannot be accepted.
7. Highlight/track changes in faculty lists.  
**Note:** The Calendar office will not accept submissions that do not have highlighted or tracked changes.
8. Send the Word document to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca).

## Reminders:

**Include only those faculty who are members of the Faculty of Graduate and Postdoctoral Studies. See this link for information:**

<https://www.grad.ubc.ca/faculty-staff/policies-procedures/membership-faculty-graduate-postdoctoral-studies>

To be a member of G+PS, faculty must:

- Hold the rank of Assistant Professor, tenure or tenure-track, or higher
- Have been approved for G+PS membership by their disciplinary Faculty
- Be formally affiliated with your graduate program, i.e., have met the criteria established by your graduate program for formal affiliation.

Please **do not include** clinical, adjunct, affiliate, visiting, partner, honorary, or part-time professors, professors of teaching, or senior instructors. They are not eligible to be members of G+PS, and you may list them elsewhere in the Calendar.

**Professors Emeriti** remain members of G+PS provided their Faculty and graduate program agrees, and should be listed under “Professors Emeriti”, “Associate Professors Emeriti” and “Assistant Professors Emeriti” as appropriate.

Please send revisions to [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca). Please do **not** send them directly to Enrolment Services or to the Calendar Coordinators as they will simply be returned. G+PS collects revisions from all graduate programs and sends them to the Calendar Coordinators when the new Calendar is being prepared.

If you have any questions about updating your faculty listings in the G+PS section of the Calendar, please email [graduate.curriculum@ubc.ca](mailto:graduate.curriculum@ubc.ca).

For more information on the Draft Calendar, visit the information pages at <http://www.calendar.ubc.ca/vancouver/proof/>