



RES Supervisory Committee Composition Policies

RES Master's Student Supervisory Committee Policy:

Number of Members: Master's Supervisory committees should be comprised of at least 2 members; Graduate and Postdoctoral Studies (G+PS) recommends 3 members, including the supervisor. Requests for 4 or more supervisory committee members must be approved by the RES Graduate Advisor or IRES Director.

IRES Representation: In almost all cases, the supervisor will be an IRES Core or "Core Associate" (CA) faculty member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES core or CA faculty member, the committee must be vetted by the RES Graduate Advisor or IRES Director. (For further information on "Core Associates," see the IRES Policy on [Faculty Associates](#).)

Non-G+PS Members: A supervisory committee can include member(s) who are not UBC G+PS faculty members with approval by the RES Graduate Advisor or IRES Director. Examples of non-G+PS members include, but ARE not limited to, professors at other universities, research associates, etc. The student or supervisor should make the request to add a non-G+PS member to their committee in writing/email to the RES Graduate Advisor and IRES Graduate Program Manager. For further details on submission requirements to review and approve a non-G+PS member request, see the link.

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

G+PS Membership: A majority of the supervisory committee must be G+PS members, i.e., tenure-track assistant, associate, or full professors. This is a UBC/G+PS requirement. 1 of 2 committee members constitutes a majority.

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

IRES-Recognized Committees: In some cases, the best committee for a student may not meet the G+PS membership requirement. In particular, a committee of 3 may be desired, in which only person A is a tenure-track faculty member, while persons B and C are faculty members at other universities, adjunct faculty, research associates, practitioners, etc. In this case, IRES will recognize the committee (e.g., persons A, B, and C) for advising purposes, but a subset of the committee (e.g., A and B) must be designated as the formal committee that meets G+PS membership requirements.

RES Doctoral Student Supervisory Committee Policy:

Number of members: UBC Graduate and Postdoctoral Studies (G+PS) requires that a Ph.D. committee be comprised of at least 3 members. IRES recommend that committees have 3 members, but recognizes that 4 or more members may be appropriate in some cases.

IRES representation: In almost all cases, the supervisor will be an IRES core or "Core Associate" (CA) faculty member. This provides sufficient IRES representation. In the few cases where the supervisor is not an IRES core or CA faculty member, the committee must be vetted by the RES Graduate Advisor or IRES Director. In all cases, there must be at least 1 IRES core or CA faculty member on the committee. (For further information on "Core Associates," see the IRES Policy on Faculty Associates.)

Extra-academic representation: In keeping with IRES' focus on applied research, it is recommended that committees be comprised of 2 academics and 1 (or more) non-academic professionals.

Non-G+PS Members: A committee can include member(s) who are not UBC G+PS faculty members with approval from the Dean of G+PS. Non-G+PS members include professors at other universities, research associates, etc. The student or supervisor should make the request in writing to the RES Graduate Advisor, providing a rationale for the non-G+PS members inclusion on the committee and include the proposed committee member's c.v. The RES Graduate Advisor can then approve a formal request be made to the Dean of G+PS. Details on this procedure are found in the link. <https://www.grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory>

G+PS membership: A majority of the committee members must be G+PS members, i.e., tenure track assistant, associate, or full professors. This is a UBC/G+PS requirement. <https://www.grad.ubc.ca/faculty-staff/policies-procedures/membership-faculty-graduate-postdoctoral-studies>

IRES-recognized committees: In some cases, the best committee for a student may not meet the G+PS membership requirement. In particular, a committee of 3 may be desired, in which only person A is a UBC tenure-track faculty member, while persons B and C are faculty members at other universities, adjunct faculty, 2 research associates, practitioners, etc. In this case, at the recommendation of the supervisor, IRES can add a core or CA faculty member (person D) so that the full committee meets G+PS membership requirements.

Changes to Supervisory Committee Membership

There are several reasons why a change of supervisor may occur: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/supervision>
If your supervisory committee changes, submit a new completed RES Supervisory Committee Composition form to the IRES Graduate Program Manager as soon as your committee details are confirmed.

Deadline to Submit this form

RES students must submit a completed committee composition form to the IRES Graduate Program Manager by the end of your first year in your program.



RES Supervisory Committee Composition Form

INSTRUCTIONS

- Review the supervisory committee policies for your degree program (Master's or PhD).
- Complete the form and obtain all required signatures (or e-signatures). Submit the completed form to the IRES Graduate Program Manager by the end of your first year in your program.
- If you are making a change to your committee, review the section entitled "Change to Supervisory Committee Membership." A new completed Supervisory Committee Composition Form must be submitted to the IRES Graduate Program Manager once your revised committee changes are confirmed.

STUDENT INFORMATION

UBC Student Number:	Email Address:
Last Name:	First Name:
Program (ex: RES):	Degree (ex: MA/MSc/PhD):
Program Start:	Proposed Program End:

COMMITTEE INFORMATION AND SIGNATURES

Complete all applicable fields.

UBC G+PS Member?

Supervisor Name (required):	Department:	Yes	<input type="checkbox"/>
Supervisor Signature:	Date:	No	<input type="checkbox"/>
Co-Supervisor Name:	Department:	Yes	<input type="checkbox"/>
Co-Supervisor Signature:	Date:	No	<input type="checkbox"/>
Committee Member Name (required):	Department:	Yes	<input type="checkbox"/>
Committee Member Signature:	Date:	No	<input type="checkbox"/>
Committee Member Name:	Department:	Yes	<input type="checkbox"/>
Committee Member Signature:	Date:	No	<input type="checkbox"/>
Committee Member Name:	Department:	Yes	<input type="checkbox"/>
Committee Member Signature:	Date:	No	<input type="checkbox"/>

Student Name:	Signature:	Date:
Graduate Advisor Name:	Signature:	Date: