

## APPLICATION - Course Release for Ph.D. Student Supervision

**this must be used to request 2024-25 course release in order to operationalize SMUFU/SMU CA 2022-2025 Article 15.1.12(i)**

The SMUFU/SMU Collective Agreement Article 15.1.12(i) provides provision for course release associated with supervising Ph.D. students doing dissertation research. The specific wording from the 2022-2025 CA is:

*Faculty Members assigned primary responsibility for supervising one or more dissertations of doctoral students registered at Saint Mary's University shall be awarded a workload reduction up to one (1) full year credit course during the academic year(s) in which the student(s) is (are) registered for, and actively engaged in, preparing their dissertations. Faculty Members will receive a 0.5 full-year course reduction per academic year while supervising the thesis (theses) of one, two, or three doctoral students, and a 1.0 full-year course reduction per academic year for supervising the theses of more than three students. An individual doctoral candidate will be counted toward the calculation of course reductions for thesis supervisors for no more than two years. Normally the course reduction will be taken at the time the supervision is being done. For operational reasons Faculty Members may be required to bank up to 0.5 full-year course reduction for a maximum of one year as defined in Article 15.1.12(e). Any banked credits must be used in the academic year following that when the banking occurred unless the Faculty Member is on an approved leave, in which case the banked credit shall be used upon the Faculty Member's return.*

In order to properly implement this Article, and provide consistency, tracking, and alignment with the timing of the annual scheduling of teaching, this application will be used with the following provisions:

- To request a teaching reduction during the 2024-25 academic year, Complete and submit this application to the Faculty of Graduate Studies and Research by **NOVEMBER 3, 2023**.
- Supervised doctoral students will be considered as having reached the required stage in their studies to trigger this Article if:
  - o they are expected to complete their Comprehensive Exam during the current 2023-24 academic year (this would trigger the first year of reduction); or,
  - o they are expected to complete and defend their thesis during the next 2024-25 academic year (this would trigger the last eligible year of reduction); or,
  - o any year in between the above two bullet-timings.

The application form to be completed and submitted is contained on the next page.



<b>APPLICATION FORM - COURSE RELEASE FOR PhD STUDENT SUPERVISION</b>				
<i>This application represents operationalization of SMUFU/SMU CA 2022-2025 Article 15.1.12(i)</i>				
Name of Faculty Member:				
Name of Ph.D. Program:				
Name(s) of Ph.D. Student Supervised <i>(note: please list ALL students who are under your supervision)</i>	Month/Year PhD Started	Month/Year Comps Completed (or expected)	Month/Year Anticipated Completion	# Years course release was previously provided for (select one)
				0   1   2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				0   1   2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				0   1   2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Name of Student(s) that this Request is to be associated with <i>(normally: all eligible students above who have not previously been associated with 2 years of releases)</i>				
<b>Applicant's Signature</b>				
<b>ACKNOWLEDGEMENTS</b>				
Acknowledgement of Dept Chair:		Signature:		
Comments on ability to accommodate (or need to bank):				
<b>To be submitted to Faculty of Graduate Studies and Research office (<a href="mailto:dean.fgsr@smu.ca">dean.fgsr@smu.ca</a>) before NOVEMBER 3, 2023</b>				