



# MINUTES

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Faculty of Medicine & Dentistry  
Faculty Council Meeting  
November 20, 2018  
4:00 - 5:30 pm  
Classroom "D" Conferencing to  
RM2SO57 Robbins Pavilion  
Royal Alexandra Hospital

Present: As per attached list. *\*Attendance list may not reflect everyone in attendance\**

## 1. CALL TO ORDER

Dr. D. Kunimoto called the meeting to order at 4:01pm and welcomed everyone to the November 20, 2018 Faculty Council meeting. He acknowledged the video connection to RAH.

## 2. APPROVAL OF AGENDA

Agenda be accepted, with no changes, as circulated. **MOVED** by Dr. P. Smyth and **SECONDED** by Dr. F. Brenneis. All in favour. **CARRIED**

## 3. APPROVAL OF SEPTEMBER 18, 2018 MINUTES

**MOVED** by Dr. X. Li and **SECONDED** by Dr. S. Straube the minutes for the September 18, 2018 meeting be approved as circulated. All in favour. **CARRIED.**

## 4. INTRODUCTION OF NEW FACULTY & NEW LEADERSHIP POSITIONS

Dr. F. Brenneis, Dr. D. Kunimoto, Dr. C. Power, Dr. R. Burrell, Dr. D. Eisenstat, Dr. S. Gilmour, Dr. X. Li and Dr. D. Williams did introductions of new faculty and leadership positions. See attached, for complete list of new faculty & positions.



Introduction of  
New Faculty & New

## 5. DEAN'S REPORT

Moment of silence in tribute to Dr. Richard Fedorak.

Leadership meeting with the Chairs, Associate Deans, Assistant Deans and Institute Directors with the Provost and President to discuss the way forward and will discuss the Search &

Selection process to find a new Dean. Unclear of when the search will start. Realistically 6 months to 1.5 years from the time the search starts until a new Dean will be in place.

In the short term, Dr. D. Kunimoto will be the Acting Dean and is willing to stay on as the Interim Dean. The Provost and the President will appoint the Interim Dean after consulting with leadership.

Celebration of Life for Dr. Richard Fedorak, will take place at the University of Alberta on December 11<sup>th</sup>, 2018 @ 4:00pm.

## **6. VICE DEAN, FACULTY AFFAIRS**

**Dr. F. Brenneis**

- i. Special Cases for General Composition of Selection of Department Chairs Procedure – FoMD

Follow up on the material that was talked about the September meeting. The impact of the proposal is:

- To allow for concurrent search committees, where the leadership positions (Academic Chair and Zone Clinical Department Head) are held by one individual.
- To retain some independence in the process that protects the academic interests of the FoMD and the service/clinical care interests of the Zone.
- To continue to build a more cohesive, collaborative relationship with the Edmonton zone and the North Sector of AHS.

Composition of FoMD Department Chair Search Committee – Changes – Concurrent (AC/ZCDH) Search with AHS - Current Practice/Policy for Clinical Departments:

- Alberta Health Services has one voting committee member, usually the Edmonton Zone Medical Director unless the Dean, in discussion with the Edmonton Zone Medical Director, accepts a delegate.
- This applies for Clinical Departments where the FoMD is searching for a department chair who will not hold both the academic chair and the zone clinical department head roles.

### **Change:**

For clinical academic departments where it is possible that the Academic Chair and the Zone Clinical Department Head (Alberta Health Services (“AHS”) leadership position) could be the same individual, AHS is now requesting a concurrent search committee’s structure that is AHS will have its own committee. This was approved at the last Faculty Council.

The AHS committee will be a concurrent committee that will meet jointly, shortlist and interview jointly with the FoMD Academic Chair search committee. When the final

recommendation vote occurs, it will be a preferential ballot with FoMD committee's votes and AHS committee's votes counted separately. The FoMD committee's majority preference forms the recommendation to the dean. The AHS committee's majority is the recommendation to the Zone Medical Director. The Dean and Zone Medical Director then decide if it will be a concurrent offer to one candidate or not.

### **Composition Comparison Chart:**



Composition  
Comparison Chart.p

Will be presented to GFC Executive Committee in January, 2019 and will then be updated into UAPPOL. The same committee representatives also form a Chair Review Committee – membership is the same. The Chair(s) of the committee may decide that in its cohort of individuals if a group is not represented in the standard list, the committee can add to the list if needed.

#### ii. Chair Search & Selection – Pediatrics Update



Chair S&S Peds  
Update.pdf

#### iii. Chair Review – Lab Med Pathology Status



Chair Review Lab  
Med Status.pdf

#### iv. Upcoming 2019 Chair Reviews and Search & Selections:



2019 Review and  
S&S Status.pdf

#### v. University of Alberta Diversity, Equity and Inclusion Statement

Dr. Goetz and Dr. Brenneis presented the University of Alberta's plan. The University of Alberta over the past couple years has been looking over their Equity, Diversity and Inclusivity (EDI) Strategic Plan.



EDI Strat Plan and  
FOMD.pdf

## **7. VICE DEAN, EDUCATION**

### **i. Agreement for a Joint Doctoral Degree Program**

J. Casey

Dr. Joe Casey presented – provided background. In 2012, 10 investigators, Professor, applied for and received funding to fund a joint training program called the International Research Training Group in Membrane Biology - \$1.28 Million Dollars – essentially what the program was to train graduates in our area study.



UdS-UAlberta  
FOMD Draft Joint D

**MOTION:** That Faculty Council Approve the proposed Agreement for a Joint Doctoral Degree Program with Saarland University as presented by Dr. Joe Casey. **MOVED BY:** Dr. J. Casey **SECONDED BY:** Dr. F. Brenneis. **All IN FAVOUR. CARRIED**

## **8. VICE DEAN, RESEARCH**

### **i. Approval of Supervision Policy**

C. Power

Dr. Power presented – welcome feedback of the policy.



Supervisory policy  
presentation.pdf

**MOTION:** That the Faculty of Medicine and Dentistry Faculty Council **APPROVE** the graduate supervision policy that was provided to the members of the FoMD Faculty Council by email on November 26, 2018 **MOVED BY:** Dr. C. Power **SECONDED BY:** Dr. B. Ballermann. **All IN FAVOUR. CARRIED**

## **9. OTHER BUSINESS**

No other business.

## **10. ANNOUNCEMENTS**

No items.

**10. NEXT MEETING**

The meeting was adjourned at 5:00pm

The next meeting will be held on: **Tuesday, March 19, 2019 from 4:00 - 5:30 PM – in Classroom D (2F1.04WMC) – Video Conferencing to: RM2S057 Robbins Pavilion**

**For Information Only**

Meeting document attachments went out November 6, 2018 via email.

ATTENDANCE LIST – November 2, 2018

(May not reflect everyone in attendance)



Attendance Sign In  
November 20 2018.p



## **Introduction of New Faculty & New Leadership Positions – Slide 1 of 2**

### **Office of the Dean – Faculty Affairs**

Mia Lang – Associate Dean, Faculty Development

Reappointment – November 1, 2018 – October 31, 2023

(Dr. Fraser Brenneis will acknowledge)

### **Office of Research**

Richard Lehner – Associate Dean, Research Facilities and Cores

(Dr. Chris Power will introduce)

### **Department of Critical Care Medicine – Chair**

Sean Bagshaw

July 1, 2018 – June 30, 2023

(Dr. Dennis Kunimoto will acknowledge)

### **Department of Psychiatry - Chair**

Xin Min Li

Reappointment – September 1, 2018 – August 31, 2023

(Dr. Dennis Kunimoto will acknowledge)

### **Undergraduate Medical Education**

Vijay Danils - Assistant Dean, Assessment

Daniel Livy - Assistant Dean, Program Evaluation

Tammy McNab - Assistant Dean

(Dr. Fraser Brenneis will introduce)



## **Introduction of New Faculty & New Leadership Positions – Slide 2 of 2**

### **Department of Biomedical Engineering**

Robert Stobbe

(Dr. Robert Burrell will introduce)

### **Department of Oncology**

Michael Duke – FSO

(Dr. David Eisenstat will introduce)

### **Department of Pediatrics**

Alena Wing-Sze Tse-Chang – Assistant Professor

Mary Schlosser - Assistant Professor

Rashid Alobaidi - Assistant Professor (Special Continuing)

(Dr. Susan Gilmour will introduce)

### **Department of Psychiatry**

Allen W. Chan - Assistant Professor

Bo Cao – Assistant Professor

(Dr. Xin Min Li will introduce)

### **Department of Surgery**

Phil Bach - Assistant Professor (Special Continuing)

(Dr. David Williams will introduce)



		Concurrent Search	
<b>BASIC SCIENCE:</b>	<b>CLINICAL</b>	<b>U of A Committee</b>	<b>AHS Committee</b>
Chair – Dean of FoMD	Chair – Dean of FoMD	Chair	Chair
VP Academic Representative	<b>AHS Representative</b>	VP Academic Representative	Operational Representative
GFC Representative	VP Academic Representative	GFC Representative	Operational Representative
FLC Representative	GFC Representative	Faculty Representative	Elected Clinical Representative
Faculty Graduate Studies & Research Representative	FLC Representative	Faculty Representative	Elected Clinical Representative
Faculty Representative	Faculty Graduate Studies & Research Representative	Faculty Representative	Elected Clinical Representative
Faculty Representative	Faculty Representative	<b>Clinical Faculty Representative</b>	Medical Leader Representative
Faculty Representative	Faculty Representative	<b>Clinical Faculty Representative</b>	Medical Leader Representative
<b>Graduate Student Representative</b>	Faculty Representative	Graduate Student Representative	Medical Leader Representative
<b>Undergraduate Student Representative</b>	Graduate Student Representative	FLC Representative	EZMSA Representative
Non-Academic Support Staff	Undergraduate Student Representative	<b>Resident Representative</b>	Covenant Representative
Ex-Officio – Non-Voting Member (Assistant Dean, Diversity)	<b>Resident Representative</b>	Faculty Graduate Studies Representative	Medical Affairs Representative
Committee Secretary	<b>Clinical Faculty Representative</b>	Graduate Student Representative	
	<b>Clinical Faculty Representative</b>	Undergraduate Student Representative	
	Non-Academic Support Staff Rep	Non-Academic Support Staff Rep	
	Ex-Officio – Non-Voting Member (Assistant Dean, Diversity)	Ex-Officio – Non-Voting Member (Assistant Dean, Diversity)	
	Committee Secretary	Committee Secretary	



**Shortlisted Candidates:**

**Dr. Bruce Rubin – External**

Interview Process: November 27<sup>th</sup> – 29<sup>th</sup>, 2018

Vision Presentation: November 28, 2018

**Dr. Lonnie Zwaigenbaum – Internal**

Interview Process – November 22<sup>nd</sup>-26<sup>th</sup>, 2018

Vision Presentation: November 22, 2018

**Dr. Sarah Forgie – Internal**

Interview process: November 30<sup>th</sup> – December 10<sup>th</sup>, 2018

Vision Presentation: December 4, 2018

**Search & Selection Committees – Decision Meeting – December 10, 2018**



## **Chair Review – Dr. Michael Mengel – Lab Med Pathology**

Vision Presentation was: November 1, 2018

External/Internal Reviewers: December 3<sup>rd</sup> & 4<sup>th</sup>, 2018



## Upcoming end of term in 2019 requiring a Review or Search

- Department of Obstetrics & Gynecology
- Department of Medical Microbiology & Immunology
- Department of Ophthalmology
- Department of Biomedical Engineering
- Department of Cell Biology





UNIVERSITY OF  
ALBERTA

Equity, Diversity, and  
Inclusivity (EDI) Strategic Plan

# Outline

- Purpose of the EDI Strategic Plan
- Development process
- Overview of the Plan
  - Mission and Vision
  - Structure of the Plan
  - Major themes
- Next steps
  - Socialization and governance pathway
  - Launch

## Purpose of the EDI Strategic Plan

- Lays out the university's vision and priorities with respect to EDI
- Reflects commitments to build a diverse and inclusive university community (*For the Public Good*)
- Provides a common framework for faculties and units to articulate and develop their own EDI-related initiatives

# Development process

- Collaborative process guided by the EDI Scoping Group:
  - Co-chaired by Deputy Provost and AVP (Disclosure, Assurance and Institutional Research)
  - Open membership; currently approx. 50 members from constituencies including:
    - EDI scholars, community advocates, AASUA, NASA, GSA, SU
    - Members encouraged to consult within their own groups and communities
- Additional consultation with Vice-President portfolios, President's Executive Committee

# Overview of the Plan

- Vision for EDI at the university:

*“The University of Alberta is committed to cultivating an institutional culture that values, supports and promotes equity, human rights, respect, and accountability among faculty, staff, and students. In our inclusive community, we encourage and support individual and collaborative efforts to identify and address inequities, and we welcome and enable contributions of all voices as we engage with diverse ideas, knowledges, and perspectives in the pursuit of inclusive excellence for the public good.”*



# Overview of the Plan

- Four-year plan, identifying goals, outcomes and deliverables, and accountabilities
- Goals organized under five major themes:
  - Vision and Leadership
  - Research, Teaching, Public Service
  - Workforce (staff)
  - Students and Student Life
  - Climate
- Progress to be reviewed and reported to the community annually, with opportunities to adjust the Plan as needed

## Next steps

- Plan is being socialized across the university, with Scoping Group members acting as ambassadors
- Socialization through formal administrative and governance bodies:
  - Vice-Provosts' Council
  - University Research Policy Committee
  - Deans' Council
  - Academic Planning Committee
  - General Faculties Council
  - Board Human Resources and Compensation Committee
  - Board Learning and Discovery Committee
  - Board of Governors
- Formal launch: February 2019

# FoMD- update EDI

- Diversity Policy: revising the 2013 version
- Align with Institutional Equity, Diversity and Inclusivity strategic plan
- Athena SWAN made-in-Canada- introduced in concept

## AGREEMENT FOR A JOINT DOCTORAL DEGREE PROGRAM

**BETWEEN**                                    **SAARLAND UNIVERSITY**  
As represented by the Faculty of Natural Sciences and  
Technology and the Faculty of Medicine  
Located in Saarbrücken and Homburg, respectively, Federal  
Republic of Germany  
("Saarland University")

**AND**    **THE GOVERNORS OF THE UNIVERSITY OF ALBERTA**  
As represented by the Faculty of Medicine & Dentistry  
Located in Edmonton, Alberta, Canada  
("UAlberta")

Collectively referred to as the "parties."

### **WHEREAS:**

- A. The parties to this Agreement have entered into a memorandum of understanding ("MoU") that contemplates various forms of academic cooperation; and
- B. The parties wish to formalize the terms for an Agreement under which doctoral students from either party may pursue a Joint Degree Program.

**NOW THEREFORE** in consideration of the above and other good and valuable consideration, the parties agree as follows:

### **1. DEFINITIONS**

1.1. In this Agreement:

- a) "Joint Degree Program" means a program of study under which students may obtain a doctoral degree in Physiology or Biochemistry from UAlberta through a program offered by the Faculty of Medicine and Dentistry or a doctoral degree in Natural Sciences (Dr. rer. nat.) from Saarland University. In each instance, the degree will be granted by the Home Institution, and the Home Institution will provide formal recognition of the completion of the Joint Degree Program through a notation on the transcript and on the parchment.
- b) "Joint Degree Students" mean those students who are participating in the Joint Degree Program.
- c) "Home Institution" means the institution where the student was originally admitted to a doctoral degree program in one of the degree programs covered by the Joint Degree Program.
- d) "Second Institution" means the institution which is not the Joint Degree Student's Home Institution.

## **2. LIAISON OFFICERS**

- 2.1. Each party shall designate a liaison officer (“Liaison Officer”) who will be responsible for coordinating the specific aspects of the Joint Degree Program as well as advising and assisting students taking part in the Joint Degree Program.
- 2.2. The designated Liaison Officers for the Agreement are:

### **for Saarland University**

Dr. Barbara Niemeyer  
Professor  
Dept. of Biophysics  
Faculty of Medicine  
Saarland University  
Campus Homburg, Building 48  
66424 Homburg/Saar  
Germany  
Telephone: +49-6841-16-16304  
E-mail : [barbara.niemeyer@uks.eu](mailto:barbara.niemeyer@uks.eu)

### **for UAlberta**

Dr. Joseph Casey  
Professor  
Dept. of Biochemistry  
Faculty of Medicine and Dentistry  
University of Alberta  
4020-E Katz Group Centre  
Edmonton, Alberta T6G 2E1  
Canada  
Telephone:+1-780-492-7203  
E-mail: [joe.casey@ualberta.ca](mailto:joe.casey@ualberta.ca)

- 2.3 All notices sent pursuant to this Agreement must be sent to the above-mentioned Liaison Officers. The parties agree that either party may change its designated Liaison Officer by notifying the other party in writing of such change.
  - a) Any notice to be given by either party pursuant to this Agreement shall be in writing and may be delivered by commercial courier, registered mail (unless a postal strike or other disruption is currently in place), facsimile machine, or e-mail to the relevant Liaison Officer using the contact information set out above (or such other contact information as notified by a party by written notice given in accordance with this clause).
  - b) If a party receives a message that a notice sent to an e-mail address is undeliverable, or that the Liaison Officer is out of the office, or if the party has any other reason to believe that the delivery of a notice was ineffective, then the party will send the notice using a different method.

## **3. APPLICATION, SELECTION AND ADMISSION OF STUDENTS FOR THE JOINT DEGREE PROGRAM**

- 3.1. A potential Joint Degree Student must meet the eligibility requirements outlined in Section 1 of Appendix A.
- 3.2. To be considered for the Joint Degree Program, a student must fill out the Shared Credentials Initial Approval form (see [www.ualberta.ca/graduate-studies/prospective-students/apply-for-admission/shared-credential-applications](http://www.ualberta.ca/graduate-studies/prospective-students/apply-for-admission/shared-credential-applications)) and present it to his/her Home Institution. If the Home Institution agrees to recommend the student, the form will be forwarded to the Second Institution. The application form must be submitted to the Second Institution by the deadline mutually agreed upon in writing by the Liaison Officers.

- 3.3. The Second Institution will determine at its sole discretion whether to admit the student into the Joint Degree Program.
  - a. At UAlberta, acceptance of students into the Joint Degree Program will be at the discretion of the relevant authority of either the Department of Physiology or Biochemistry.
  - b. At Saarland University, acceptance of students into the Joint Degree Program will be at the discretion of the Spokespersons of the IRTG and the relevant Faculty ("Promotionsausschuss").
  - c. Whenever possible, the Second Institution will inform the Home Institution of whether the student will be admitted to the Joint Degree Program within 14 days of receiving the relevant application from the potential student.
- 3.4. Each Second Institution will admit up to a maximum of four (4) Joint Degree Students from each Home Institution each academic year for the Joint Degree Program. The maximum number of students may be changed by mutual agreement of the parties and shall be expressed in writing.
- 3.5. While the number of incoming and outgoing Joint Degree Students may not be exactly equal every year, both parties will endeavour to exchange a similar number of Joint Degree Students. The expectation of the parties is that the number of students exchanged over the duration of this Agreement will be equal.

#### **4. JOINT DEGREE PROGRAM REQUIREMENTS AND ADMINISTRATION**

- 4.1. The parties will provide an adequate orientation as well as ongoing advice and support to the Joint Degree Students. At UAlberta and Saarland University, the relevant Faculties will take the lead on assisting Joint Degree Students. At UAlberta, the standard services of university of Alberta International and the offices under the Dean of Students will be available to Joint Degree Students as needed. Saarland University will provide the standard services of the GradUs programme and the International Office.
- 4.2. Joint Degree Students will follow a program of study and research which shall satisfy the requirements of their Home Institution, including any requirements for the Joint Degree Program outlined in Section 2 of Appendix A.
- 4.3. Either party may, at its sole discretion, require a Joint Degree Student to withdraw from the Joint Degree Program. If required to withdraw from the Joint Degree Program, the student will return to his/her studies at the Home Institution and will receive appropriate credit for work completed at the Second Institution while in the Joint Degree Program.
- 4.4. A student may withdraw, at any time, from the Joint Degree Program, and return to his/her studies at the Home Institution. The student will receive appropriate credit for work completed at the Second Institution while in the Joint Degree Program.
- 4.5. Upon successful completion of the graduate degree requirements of the Home Institution and any additional requirements for the Joint Degree Program, the Home Institution will confer on the Joint Degree Student the doctoral degree of that Institution for which the Joint Degree Student qualifies and shall inform the Second Institution of

this award. The designations on the Joint Degree Student's academic record will include the following:

- a) The UAlberta transcript notation will read: "Participating in a shared credential program offered jointly by this university and Saarland University."
- b) The Saarland University transcript notation will read: "Participating in a shared credential program offered jointly by this university and the University of Alberta."
- c) The UAlberta parchment notation will read: "having completed all the statutory requirements of the program offered jointly by the University of Alberta and Saarland University has been granted the degree of [Official Degree Name] and awarded all the rights and privileges pertaining to this degree."
- d) Saarland University parchment notation will read: "having completed all the statutory requirements of the program offered jointly by Saarland University and the University of Alberta has been granted the degree of Dr.rer.nat. and awarded all the rights and privileges pertaining to this degree".

## **5. FEES AND FINANCIAL MATTERS**

5.1. During the Joint Degree Program, including while at the Second Institution, Joint Degree Students will pay to their Home Institution full tuition and all other mandatory and required fees associated with full-time registration in the graduate program to which they have been admitted at the Home Institution. Joint Degree Students will pay no application or tuition fees at the Second Institution. Other mandatory fees at the Second Institution may require payment. At Saarland University, examples of such fees would be the "Semesterbeitrag" (*semester fee*) and "Registrierungsgebühr" (*registration fee*). At UAlberta, examples of such fees would be the non-instructional fees for health and dental coverage and the mandatory public transportation pass (the "U-Pass").

5.2. Joint Degree Students must have sufficient personal funds to cover any and all expenses not covered by either institution as detailed in this Agreement. Such expenses include, but are not limited to:

- a. Tuition and other fees required by their Home and Second Institution;
- b. Cost of living (including rent, food, and health care costs);
- c. Recreation;
- d. Travel and transportation, including travel insurance;
- e. Text books and school supplies;
- f. All necessary immigration documents; and
- g. Any other expenses not specifically noted.

5.3. The participants shall have adequate insurance coverage. Joint Degree Students must have health insurance covering himself/herself sufficiently.

## **6. HOUSING**

Each Second Institution shall endeavour to provide information to students regarding housing options, the cost of which must be paid by the student.

## **7. REGULATIONS GOVERNING STUDENTS**

- 7.1. Joint Degree Students shall be bound by the rules, regulations, and codes of conduct of the university or universities at which they are registered.
- 7.2. Joint Degree Students shall be bound by the laws of the country in which they are resident.
- 7.3. Notwithstanding section 7.1, both institutions will work collaboratively to resolve any conflicts between Joint Degree Students and their supervisors.

## **8. INTELLECTUAL PROPERTY**

- 8.1. At the outset of a Joint Degree Student's program, the parties will work together to establish, in writing, all necessary arrangements regarding the ownership and protection of any intellectual property generated as a result of any research conducted by the Joint Degree Student during their program. In addressing any such intellectual property arrangements, the parties shall involve the Joint Degree Student, have regard for any policies and procedures in place at each institution, and ensure the Joint Degree Student is provided with a copy of the final written arrangements.
- 8.2. Notwithstanding section 8.1, the parties acknowledge that the Joint Degree Student shall own copyright in his/her thesis.

## **9. ACCESS TO INFORMATION AND PRIVACY LEGISLATION**

- 9.1. The parties acknowledge that UAlberta is a public body subject to the *Freedom of Information and Protection of Privacy Act (Alberta)* ("FOIP"), as amended and that Saarland University is a public body subject to the „Saarländisches Gesetz zum Schutz personenbezogener Daten (Saarländisches Datenschutzgesetz - SDSG)“. For further information about FOIP see [www.ipa.ualberta.ca](http://www.ipa.ualberta.ca) and for SDSG see [http://sl.juris.de/cgi-bin/landesrecht.py?d=http://sl.juris.de/sl/gesamt/DSG\\_SL\\_2018.htm#DSG\\_SL\\_2018\\_rahmen](http://sl.juris.de/cgi-bin/landesrecht.py?d=http://sl.juris.de/sl/gesamt/DSG_SL_2018.htm#DSG_SL_2018_rahmen).
- 9.2. The parties agree to only use any personal information exchanged for the purposes of this Agreement for the purposes of administering this Joint Degree Program.
- 9.3. No personal information related to any Joint Degree Student will be released by UAlberta to Saarland University without the student's prior written consent, except as permitted by law. At UAlberta such consent will be obtained through the Shared Credential Initial Approval Form or in such other form as UAlberta may provide from time to time.

## **10. CONFIDENTIALITY**

- 10.1. Each party who receives any information from the other marked "Confidential" ("Confidential Information"), will take reasonable steps to protect its confidentiality, will not disclose to any third party such Confidential Information without the prior written consent of the other party, and will only use such Confidential Information for the purposes contemplated in this Agreement.



10.2. For the purposes of this Agreement, Confidential Information does not include information (a) that is or becomes part of the public domain through no act of the receiving party, (b) that was in the receiving party's possession before receipt from the disclosing party, (c) that was rightfully received by the receiving party from a third party without a duty of confidentiality, or (d) that is required to be disclosed under any applicable law or by order of a court.

## **11. DISPUTE RESOLUTION**

11.1. Any dispute arising from this Agreement shall be resolved amicably through discussion between the parties' Liaison Officers. In the event the Liaison Officers are unable to resolve the matter within 60 days of referral, or such additional time as mutually agreed to by the parties, the dispute shall be referred to the President of Saarland University and the Provost of UAlberta. If they are unable to do so:

- a. The parties hereby attorn to the exclusive jurisdiction of the courts of the Province of Alberta for the resolution of any and all disputes, controversies or claims arising out of, in connection with, or relating to this Agreement, which are brought against UAlberta as the defendant.
- b. The parties hereby attorn to the exclusive jurisdiction of the courts of the state of Saarland for the resolution of any and all disputes, controversies or claims arising out of, in connection with, or relating to this Agreement, which are brought against Saarland University as the defendant.

## **12. LIABILITY AND INDEMNIFICATION**

Each party ("Indemnifying Party") shall:

- a. be liable to the other party ("Indemnified Party") for; and
- b. indemnify and hold harmless the Indemnified party from and against:

any and all liabilities, damages, costs, claims, suits or actions, loss, injury, death, or damage to any third party (including students) occasioned by or as a result of the negligent acts, willful misconduct or breach of obligations assumed under this Agreement by the Indemnifying Party or their employees, officers, agents, and contractors.

Notwithstanding the above, in no event will either party be liable for any indirect, consequential, or incidental claims incurred by any Indemnified Party in respect of this Agreement.

## **13. SURVIVAL**

Terms of this Agreement which, by their nature, require the parties' continued performance after this Agreement's termination, will continue in effect following any such termination.

## **14. COUNTERPARTS**

This Agreement may be executed in any number of counterparts or duplicates, each of which being an original, and such counterparts or duplicates will together constitute one and the same agreement.

## **15. GENERAL**

- 15.1. This Agreement constitutes the entire agreement and understanding between the parties with respect to the Joint Degree Program and replaces all earlier agreements and discussions between the parties.
- 15.2. The invalidity of any particular provision of this Agreement does not affect any other provision of it, but the Agreement is to be construed as if the invalid provision had been omitted.
- 15.3. Nothing in this Agreement shall make the relationship between the parties one of partnership, joint venture or employment. Nothing in this Agreement constitutes authority for one party to make commitments which bind the other party or to otherwise act on behalf of such other party.
- 15.4. No part of this Agreement may be assigned by either party without the consent of the other party.
- 15.5. Neither party will use, nor shall it permit any person employed by it to use, identifying marks of the other party, other than with the written consent of such other party, which may be arbitrarily withheld.

## **16. COMING INTO FORCE, TERMINATION, AND AMENDMENTS**

- 16.1. This Agreement comes into effect on the date on which it has been signed by both parties and will continue in effect for a period of five (5) years, or until terminated in accordance with section 16.2. If this Agreement is not renewed, the parties agree that any students already in the Joint Degree Program will be given reasonable time to complete their studies under the terms of this Agreement.
- 16.2. The parties may mutually terminate this Agreement by written agreement. Alternatively, either party may terminate this Agreement by giving twelve (12) months' written notice of termination to the other party. Upon receipt of such notice, no additional students will be admitted to the Joint Degree Program. Students already in the Joint Degree Program will be given reasonable time to complete their studies.
- 16.3. The parties may amend or extend this Agreement by written agreement.

The parties have signed this Agreement on the dates indicated below.

Signed for and on behalf of  
**SAARLAND UNIVERSITY**

the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Signed for and on behalf of  
**THE GOVERNORS OF THE  
UNIVERSITY OF ALBERTA**

the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Prof. Dr. Manfred Schmitt  
President, Saarland University

\_\_\_\_\_  
Dr. Steven Dew  
Provost and Vice-President (Academic)

the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Prof. Dr. Michael Menger  
Dean, Faculty of Medicine

the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dr. Richard N. Fedorak  
Dean, Faculty of Medicine & Dentistry

the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Prof. Dr. Guido Kickelbick  
Dean, Faculty of Natural Sciences

the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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Dr. Deborah Burshtyn  
Interim Vice-Provost and Dean,  
Faculty of Graduate Studies and Research

## APPENDIX A

### 1. Joint Degree Program Eligibility:

In order to be considered for participation in the Joint Degree Program, a potential Joint Degree Student must meet the following requirements:

1.1. Potential Joint Degree Students must first be accepted into a graduate degree program in a department at their Home Institution, with a supervisor who is in the International Research and Training Group in Membrane Biology (“IRTG”).

1.2. Potential Joint Degree Students must also meet the regular academic admission requirements of the Host Institution.

1.3. English Language Proficiency Requirements:

- a. Potential Joint Degree Students from Saarland University must meet the English language proficiency requirements set by both the relevant department and Faculty of Graduate Studies and Research at UAlberta. Further details can be found in UAlberta’s Calendar in the section titled “Regulations of the Faculty of Graduate Studies and Research”: [www.registrar.ualberta.ca/calendar/](http://www.registrar.ualberta.ca/calendar/).
- b. Potential Joint Degree Students from UAlberta who are non-native English speakers have to demonstrate adequate knowledge (recommended level is B2 or above) of the English language by acceptable results in an internationally recognized test (admission criteria of the IRTG). Accepted tests are e.g. TOEFL or IELTS.

1.4. Potential Joint Degree Students must have written confirmation from a supervisor who is in IRTG at the Second Institution, agreeing to act as a member of their graduate program supervisory committee and to host their research in the supervisor’s laboratory.

### 2. Joint Degree Program Requirements and Administration:

2.1. Physical Residency Requirements:

- a. Joint Degree Students must spend at least one academic term at their Home Institution before attending the Second Institution.
- b. It is expected that students will successfully complete all their required courses and their candidacy exam, if any, at their Home Institution before visiting the Second Institution, unless a different set of courses at the other Second Institution is approved by the Joint Degree Student’s supervisory committee.
- c. Joint Degree Students from UAlberta must spend at least six (6) months at Saarland University doing research in a laboratory related to their graduate program. Joint Degree Students from Saarland University must spend at least

six (6) months at UAlberta. These residency periods at the Second Institution will be counted toward the residency requirements of their Home Institution.

2.2. Academic Program Requirements: Joint Degree Students will follow a program of study and research which shall satisfy the degree requirements of their Home Institution, including:

- a. While in Germany, Joint Degree Students whose Home Institution is UAlberta are required to participate in IRTG seminars and attend any other departmental seminars or industry visits that are scheduled.
- b. While in Canada, Joint Degree Students whose Home Institution is Saarland University are required to participate in IRTG seminars as well as departmental Research Day and Graduate Seminar Program, and attend any other departmental seminars or industry visits that are scheduled.
- c. For students whose Home Institution is Saarland University, the duration of doctoral studies in the Joint Degree Program is normally three (3) years but may be extended for up to five (5) years if both institutions and the respective supervisors agree. For students whose Home Institution is UAlberta, the average duration of doctoral studies in the Joint Degree Program is five (5) years but may be extended if both institutions and the respective supervisors agree.

2.3. Ethics Requirements:

- a. In accordance with UAlberta policy, every Joint Degree Student must meet UAlberta's ethics and academic integrity training requirements set by the UAlberta Faculty of Graduate Studies and Research. Further information regarding those requirements can be found here: <https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics>.
- b. In accordance with Saarland University policy, every Dual Degree Student must recognize Saarland University "Grundsätze der Universität des Saarlandes zur Sicherung guter wissenschaftlicher Praxis" (*Principles of the Saarland University to ensure good scientific practice*) and "Richtlinie zur Vermeidung von und zum Umgang mit wissenschaftlichem Fehlverhalten in der Universität des Saarlandes" (*Directive on the prevention and treatment of scientific misconduct at Saarland University*).
- c. Additionally, Joint Degree Students must follow all UAlberta and Saarland University policies and procedures relating to research involving either human participants or animals.

2.4. Professional Development Requirement: In accordance with UAlberta policy, every Joint Degree Student must meet UAlberta's professional development requirements set by the UAlberta Faculty of Graduate Studies and Research. Further information regarding those requirements can be found here: <https://www.ualberta.ca/graduate-studies/professional-development/professional-development-requirement>.

2.5. Supervision: In accordance with UAlberta policy as well as with Saarland University policy, every Joint Degree Student in a thesis-based program must have a supervisor at each institution while in the Joint Degree Program.

2.6. Doctoral Supervisory Committee: Every Joint Degree Student must have a supervisory committee comprised of at least three (3) members, including the supervisors at both the Home Institution and the Second Institution as well as another member from the Home Institution.

- a. This committee is to be established within the first two (2) months after the student's entry into the Joint Degree Program.
- b. For Joint Degree Students whose Home Institution is UAlberta, the supervisory committee must hold meetings at least once per year in accordance with policy set by UAlberta's Faculty of Graduate Studies and Research.

2.7. Required Examinations:

- a. Joint Degree Students whose Home Institution is UAlberta must pass a doctoral candidacy examination before they can proceed to final thesis defense. The structure of the candidacy examination will be in accordance with UAlberta policies.
- b. Joint Degree Students whose Home Institution is Saarland University must write a doctoral thesis which has to be evaluated following §§ 6 and 8 of the Act of 13<sup>th</sup> November 2013 on the doctoral studies of the Faculty of Natural Sciences and Technology or §§ 7 and 8 of the Doctorate Regulations of the Faculty of Medicine from 9<sup>th</sup> November 2006.
- c. Every Joint Degree Student must successfully prepare and defend a thesis at their Home Institution before an examining committee that is set up in accordance with the relevant policies of the Home Institution, unless otherwise stated in this Agreement.
- d. An examining committee will be set up in accordance with the relevant policies of the Home Institution, unless otherwise stated in this Agreement. For Saarland University, the supervisor and all examiners of the written thesis have to be members of the examining committee, even if the defence takes place at UAlberta. Minutes of the proceedings of the defence shall be recorded and signed by the members of the Examination Board.
- e. Candidates who have passed their doctoral degree examination shall be awarded a general mark in accordance with §11 of the Act of 13<sup>th</sup> November 2013 on the doctoral studies of the Faculties of Natural Sciences and Technology and §11 of the Doctorate Regulations of the Faculty of Medicine from 9<sup>th</sup> November 2006, respectively at Saarland University.

# **Proposed policy on graduate student supervision by non-equivalent degree holders**

Faculty Council

November 20, 2018

Prepared by H. Ostergaard

Presented by C. Power



**Calendar states that each of the following criteria must be met by at least one of the supervisor(s):**

- 1. be a tenured, tenure-track, or retired faculty member, or a Faculty Service Officer, of the University of Alberta (category A1.1, A1.3, or C1.1);**
2. be active in the general subject area of the student's research;
3. demonstrate continuing scholarly or creative activity of an original nature;
- 4. either hold a degree equivalent to or higher than that for which the student is a candidate, or have a demonstrated record of successfully supervising students for the degree.**





## The goal

- Establish a definition of “**a demonstrated record of successfully supervising students for the degree**” to allow non-equivalent degree holders to be supervisors
- Establish a minimum requirement so that we can be confident that all new supervisors meet or exceed these expectations



## Development of the policy

1. Input from graduate coordinators from departments with large numbers of non-equivalent degree holding supervisors based on the existing practices of these various departments
2. Consulted with basic science and clinical department chairs at their respective meetings
3. Policy has been approved by the Graduate Programs Committee



# Proposed minimum requirements

- Minimum requirements for demonstrating success at supervising students:
  - Supervise their first graduate student (along with the second supervisor) to completion of the degree;
  - Participate on a minimum of a combination of five supervisory and examination committees for other students to gain additional experience during the period of supervision of the first student;
  - Provide documentation of supervisory experience in a teaching dossier
- Minimum time commitment for research – no consensus could be reached so it is stated that “The faculty member must have sufficient protected research time to fulfill all of the requirements of supervision.”



# Proposed minimum requirements

- Approval of supervision of MSc and PhD students is separate
  - If the first student is a MSc student, approval is to supervise only MSc students in the future
  - To supervise PhD students, the non-degree holder must co-supervise a PhD student to completion before application for PhD student supervisory privileges
- Applies to all new supervisors



## Departments/Programs drive the process and recommend individuals for supervision

- The department would determine if they support the provision of supervisory privileges based on the track record of supervision of the first student and make a recommendation to the FoMD
- FoMD will support the departmental recommendation as long as the minimum requirements are achieved, unless there are known supervisory issues that need to be addressed with the department chair
- Approval in one graduate program does not automatically result in approval by other programs
- FoMD will maintain a list of approved non-equivalent degree holding supervisors



## Additional considerations

- If someone moves here with supervisory experience from another institution, the granting of supervisory privileges will be handled on a case by case basis in consultation with the department/program and will be based on:
  - type of degree program at previous institution
  - number of students supervised to completion
  - research track record
- It is strongly recommended that ALL new supervisors, irrespective of degree held, have a second supervisor to ensure the student receives appropriate supervision and meets all program milestones



# Operationalizing the requirement

- The FoMD delegated its authority to sign off on all supervisors to departments in 2013. This authority will be returned to the FoMD and the FoMD will sign off on all new supervisory appointments (similar to how this is done for external examiners)
- FoMD can track number of supervisors in the FoMD (important for accurately reporting graduate student to supervisor ratios)
- Provides oversight ensuring standards are being met
- Departments drive the process but the FoMD will provide the final approval





FACULTY COUNCIL

November 20, 2018

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Larry Fiegel	Biochem
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