

This guideline details the process for teaching staff at the Dalla Lana School of Public Health (DLSPH) to request full Graduate Faculty Membership (GFM). GFM is required for teaching staff to:

- act as sole or major supervisor of a doctoral or master's thesis, and as a member of thesis committees.
- serve as chair or voting member of a final oral examination committee, where such examinations are required by SGS, and perform all associated duties.
- assume responsibility for the setting and marking of comprehensive (general) examinations.
- teach, set, and mark examinations for a graduate course and give such other graduate direction as may be required.

Please review the School of Graduate Studies (SGS) Guidelines for complete details about GFM at the University of Toronto: <https://facultyandstaff.sgs.utoronto.ca/gfm/>. Tenure stream faculty applications will be reviewed after their third-year review. Status faculty applications will be reviewed once per year in May, for a July 1 start if approved. The steps to apply for GFM are:

1. Individuals should ensure they are eligible for GFM before preparing their request. The essential criteria are that individuals must be one of the following:
 - a. U of T-appointed tenured/tenure-stream faculty, non-tenure stream/status faculty at the rank of full or associate professor (occasionally the rank of assistant professor), or full-time clinical faculty. Please note, contract and adjunct faculty are not eligible for full GFM. Contract faculty who have been reviewed after 6 years and are granted a continuing appointment are eligible for consideration.
 - b. Please review the full SGS GFM eligibility requirements before proceeding: <https://facultyandstaff.sgs.utoronto.ca/wp-content/uploads/sites/263/2019/08/Graduate-Faculty-Membership-Eligibility-Guidelines.pdf>
2. In addition to the SGS eligibility requirements, the general qualifications for DLSPH to recommend promotion to full SGS appointment include:
 - a. Demonstration of an active research program, which centrally involves student training and mentorship.
 - b. Experience in formally advising/mentoring doctoral students within the DLSPH unit in which they hold their appointment – Public Health Sciences (PHS) or the Institute for Health Policy Management & Evaluation (IHPME) - as a doctoral committee member.
 - i. Please note that participation on a single dissertation committee through to completion is not necessary if the applicant has additionally participated in all aspects of the doctoral committee work listed in part 2 c
 - c. Evidence of participation in parts of the doctoral committee work and/or doctoral student assessment, such as:
 - i. Assisting with qualifying/comprehensive exams (preparation or grading).
 - ii. Being an external reviewer for a proposal defense.
 - iii. Being an external reviewer for an internal dissertation final oral exam.
 - iv. Being an internal-external reviewer for the SGS final oral exam.

3. Individuals who confirm they are eligible and would like to proceed to requesting promotion to full GFM must prepare a cover letter along with their CV. The cover letter should include the following elements.
 - a. Why they are eligible for promotion per SGS and DLSPH eligibility criteria.
 - b. The reason(s) they are seeking promotion to GFM.
 - c. A summary of all graduate student supervision activities emphasizing experience with doctoral students.
 - d. A summary of their research program.
4. Request Promotion:
 - a. **Public Health Sciences** faculty submit requests to the PHS Graduate Coordinator by April 15th of each academic year. Requests for PHS faculty are reviewed by the Associate Dean of Public Health Sciences, the PHS Graduate Coordinator, and the Program Director for the home program of the individual requesting full GFM. (see <https://www.dlsph.utoronto.ca/about/school-administration/> for contact information)
 - b. **Institute for Health Policy, Management and Evaluation (IHPME)** faculty submit requests to the IHPME Graduate Coordinator are reviewed by the Director of IHPME, the IHPME Graduate Coordinator, and the appropriate Program Director for the home program of the individual requesting full GFM. (see <https://ihpme.utoronto.ca/community/connect/> for contact information)
5. **Decisions will be communicated by May 31st** of each academic year to enable planning for the following year.

REQUEST FOR PROMOTION TO FULL SGS TEMPLATE LETTER

Name	
Position	
Current SGS Status	
Appointment Status	
Date	
Email	
Phone	

Dear [for IHPME “Program Director”, for PHS “Associate Dean PHS”]:

This letter is to request promotion to Full Graduate Faculty Membership (GFM).

Promotion to Full GFM will expand my potential contributions to Dalla Lana School of Public Health to include:

- acting as sole or major supervisor of a doctoral or master’s thesis, and as a member of thesis committees.
- serving as chair or voting member of a final oral examination committee, where such examinations are required by SGS, and perform all associated duties.
- assuming responsibility for the setting and marking of comprehensive (general) examinations.
- teaching, setting, and marking examinations for a graduate course and give such other graduate direction as may be required.

I am eligible for this promotion based because I am meet at least one of the following required eligibility criteria.

Yes/No	Required Eligibility*
	UofT Appointed Tenured/tenure stream faculty
	Non-tenure stream/status only faculty at the rank of full or associate professor and occasionally at the rank of assistant professor.
	Full-time Clinical faculty
	Part-time contract faculty with a continuing appointment

* See here for more on eligibility requirements <https://facultyandstaff.sgs.utoronto.ca/wp-content/uploads/sites/263/2019/08/Graduate-Faculty-Membership-Eligibility-Guidelines.pdf>

In addition, I meet the following preferred requirements. Check all that apply. Preferred Eligibility is within the Graduate Unit to which you are applying for SGS membership.

Eligibility	PHS	IHPME	Other Institution
Active research program			
Advising doctoral student(s) through to completion as a committee member or co-supervisor			
Assisting with qualifying / comprehensive exams (preparation or grading)			
Being an external reviewer for a proposal defence			
Being an external reviewer for an internal dissertation final oral exam			
Being an external or internal reviewer for the SGS final oral exam			

I am requesting full GFM for the following reason(s):

Describe the reasons you are seeking full GFM.

My supervision activities have included:

Provide a summary of all graduate student supervision activities emphasizing experience with doctoral students in the PHS, IHPME, and/or Other Institutions.

My research program includes:

Provide a summary of your research program including grants and publications, including the Graduate Unit (PHS, IHPME, or Other Institutions)

Thank you for considering this request.