

University of Calgary Clinician Investigator Program Supervisor Terms of Reference and Expectations

(Adapted from the University of Calgary Faculty of Graduate Studies Best Practices for Supervisors document v. Jan 2020, and Supervisor Expectations Documents used by the University of Ottawa, Queen's University, and McMaster University)

This document does not preclude CIP supervisors from meeting expectations and eligibility requirements as outlined by the [Faculty of Graduate Studies](#) and the [Cumming School of Medicine](#), as well as expectations set by their specific Graduate School Programs. It allows for quality assurance of faculty members supervising residents within the CIP by the CIP Program Director, Assistant Program Director, and Program Administrator.

If a supervisor does not meet the expectations of the CIP, and the expectations as outlined above, their capacity as a graduate supervisor of a CIP resident will be reviewed, adjusted, and/or withdrawn at the discretion of the CIP Residency Planning Committee. In justifiable extenuating circumstances, this decision may be made by the CIP Program Director and Assistant Program Director alone.

CIP resident supervisor expectations are as follows:

Supervisor Credentials:

- Must be a faculty member in good standing within the academic unit or department of the resident's graduate program
- Have supervisory privileges within the resident's graduate program
- Have expertise as demonstrated through peer-reviewed publications in the area of research being pursued by the resident

To support a PhD student's research project to completion, if their CIP tenure extends beyond the initial two-year funding period, the supervisor will be required to provide only the baseline level of financial support as determined by the [Cumming School of Medicine Graduate Science Education](#) program (outlined in the [Graduate Program Supervisory Policy – CSM Graduate Programs document](#)).

Effective Communication:

- Complete the [Faculty of Graduate Studies Checklist of Expectations for Graduate Students and Supervisors](#)
 - Must be completed within 3 months of resident starting the CIP and emailed to the program director and program administrator
 - This document outlines the primary roles and responsibilities of both supervisor and student
- Utilize the CIP Supervisor Performance Checklists to ensure ongoing adherence to graduate supervisor expectations
 - The CIP Program Director will share the blank checklists with the resident and supervisor such that their expectations are understood
 - The checklists reflect what is outlined in this document
 - CIP specific Supervisor performance checklists must be completed by the resident and supervisor independently, and submitted to the CIP Program Director and Program Administrator every 4 months for the first year, and every 6 months thereafter until thesis defense or formal withdrawal from the CIP
- Meet regularly to discuss and document resident progress
 - Ensure thesis committee meets within 6 months of CIP resident start date, and every 6 months thereafter
 - Minutes must be uploaded to SharePoint (Medsis once available)
 - Frequency of meetings between the resident and supervisor will vary depending on several factors. Ideally these will occur weekly or biweekly, but no more than 1 month should pass between meetings

- Meeting dates and times should be set with adequate advanced notice such that the supervisor and resident are both available and prepared for meetings
- Meetings will ensure the resident is making sufficient progress and has access to necessary resources and support
 - Use experience specific competencies to guide educational interactions tailored to resident's level of research proficiency
 - Complete CIP specific [In-Training Evaluation Report \(ITER\)](#) assessments to document the resident's progress and ensure these assessments are uploaded to Sharepoint by the CIP resident (Medsis once available in 2025)

Develop a professional relationship with your student conducive to research and intellectual growth:

- Keep your relationship collegial and professional
- Engage your student in intellectual and critical discussions
- Ensure adherence to all program guidelines, ethical standards in research, and maintain a commitment to professional development of each resident
- Serve as the Primary Investigator on applications to ethics board and funding bodies related to the resident's research
- Ensure that you foster a positive training environment within your research team that promotes psychological safety amongst all team members
- If the resident is exceptional
 - supervisor takes promotional action such as nominating the resident for awards
- If the resident is encountering challenges
 - supervisor must establish a support system, involving the clinical program, thesis advisory committee and CIP Program Director as needed
- Allow up to 20% of resident's time to be devoted to clinical work

Provide the resources and comments necessary for your resident to complete their degrees in a timely fashion:

- Provide frequent and prompt comments on thesis drafts and other written materials (up to 3 weeks response time from the date of submission by the resident, depending upon the size of the document and the timing of submission)
 - This includes drafts of academic papers, funding applications, conference submissions and presentations, and ethics submissions, amongst others
 - Care should be taken when providing comments to ensure that the final drafts are the product of the resident
- Prompt responses to residents regarding email correspondence, requests for additional meetings, questions, and requests for support (up to 2 weeks response time from the date the resident's email was sent)
- Communicate with your resident well in advance regarding supervisor leaves and the arrangements that are being made for uninterrupted supervision
 - Ensure that proper arrangements are made for supervision and that your resident is in agreement with these arrangements
- Work with your resident to develop a realistic timetable for completion
- Help prepare your resident for oral examinations
- Ensure you provide consistent support to facilitate the resident's thesis defense, even if the process extends beyond the expected timeline or if they return to clinical residency prior to their defense.

Resolve conflicts in the supervisor-resident relationship:

- Resolve issues quickly to avoid escalation
- Try to resolve the problem yourselves
 - If unable, seek the support of the Faculty of Graduate Studies

Help train CIP residents for their future careers as clinician scientists and leaders:

- Encourage and support residents in attending workshops and conferences relevant to their area of interest
- Actively support residents in submitting and presenting findings at reputable scientific venues and publishing in peer-reviewed journals
- Support professional networking within their area of interest
- Encourage and assist your resident in applying for external funding

CIP Activities:

- Attend CIP Orientation Day to understand specific requirements of the program
- Attend CIP Research Days to support your resident and provide feedback to other CIP residents, thereby fostering a supportive research community
- Attend the Individual Educational Plan (IEP) meeting and fulfill requests to deliver educational seminars to CIP residents

Continually strive to improve your own supervisory skills:

- Stay updated on the Faculty of Graduate Studies and departmental rules and regulations for supervisors
- Take advantage of workshops and resources
- Continually seek and reflect upon feedback from graduate students on your performance as a supervisor

Recognize the need for co-supervision if the above expectations cannot be met by the primary supervisor alone.

- The roles and responsibilities of the co-supervisor should be proportionate to the needs of the resident, allowing for flexibility in the distribution of supervisory duties based on the evolving requirements of the research project

I acknowledge these expectations and agree to uphold them in my CIP resident supervisory capacity:

Supervisor Name

Supervisor Signature

Co-Supervisor Name (if applicable)

Co-Supervisor Signature (if applicable)

Resident Name (print)

_____ Date (m/d/y)