**CIP Supervisor Performance Checklist (Resident Form)**

To be completed and signed by the resident every 4 months for the first year, and every 6 months thereafter until thesis defense or formal withdrawal from the CIP. Once completed, this form must be sent to the Program Director and Program Administrator. The purpose of this checklist is to ensure a supervisor’s ongoing compliance with the terms laid out in the CIP Supervisor Terms of Reference and Expectations.

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| --- | --- | --- | --- |
| **Expectations** | **Yes** | **No** | **N/A** |
| **Effective communication:** | | | |
| I have completed the [Graduate Student and Supervisor Checklist](https://grad.ucalgary.ca/sites/default/files/teams/3/Student_SV_Checklist_Revised_June%202023.pdf) with my supervisor within 3 months of starting CIP, and ensured this has been uploaded to Sharepoint (Medsis once available) |  |  |  |
| I have met with my thesis committee within 6 months of my CIP start date, and we have met every 6 months thereafter, and have ensured the meeting minutes are uploaded to Sharepoint (Medsis once available) |  |  |  |
| My supervisor meets with me regularly (**at least every month**) to review progress and provide research support and mentorship |  |  |  |
| My supervisor provides adequate advanced notice for meetings, ensuring I can attend and prepare effectively |  |  |  |
| I have a strong professional relationship with my supervisor |  |  |  |
| My supervisor fosters a positive training environment within our research/laboratory team that promotes psychological safety |  |  |  |
| **Provide resources and comments in a timely fashion:** | | | |
| My supervisor provides frequent and prompt comments on thesis drafts and other written material (they respond to me **within 3 weeks** of sending these materials) |  |  |  |
| My supervisor responds promptly to emails, requests for additional meetings, questions, and requests for support (**within 2 weeks** of sending my email) |  |  |  |
| My supervisor assists me with development and adherence to a realistic timetable for graduate studies completion |  |  |  |
| My supervisor has assisted/is assisting me in preparing for my oral examinations |  |  |  |
| My supervisor has provided me with adequate notice, and has provided acceptable alternate supervision, in any instance of personal leave |  |  |  |
| **Resolve Conflicts:** | | | |
| My supervisor has promptly addressed any interpersonal conflicts between us or between me and their other graduate students, or has sought support from the Faculty of Graduate Studies for assistance. |  |  |  |
| **Help train CIP residents for their future careers:** | | | |
| My supervisor encourages me to attend workshops and conferences, and supports professional networking, relevant to my area of interest |  |  |  |
| My supervisor encourages and supports me in identifying and applying for external funding sources |  |  |  |

Signature:

Resident name: Click or tap here to enter text.

Date: Click or tap here to enter text.