**MEMO**

To: Garry Fehr, Associate VP, Research & Graduate Studies

From: [GPC Chair, Department Head, or Director]

Date:

Re: Supervisory Status Request for:

Following the criteria listed in the [Conferring Supervisory Status document](https://ufv.ca/media/assets/school-of-grad-studies/Conferring-Supervisory-Status-2020.pdf), please include the following information:

* Name of person you are requesting supervisory status for
* The type of status requested (Full or Limited\*)
* Their position at UFV   
  (e.g., Full time B Faculty, Emeritus, LTA, Associate or Assistant Professor, etc.)
* Degree   
  (e.g., PhD, Master’s, other professional qualification, PhD in progress and date expected)

Make a case for how they meet the criteria for supervisory status, by describing:

- their experience supervising master’s or PhD students

- how they have remained current in scholarship in their discipline

- their areas of expertise, recent research, grants, and publications

- other relevant experience or qualifications

\*Include any possible limitations to their status:   
 (e.g., one specific student, topic areas, term of appointment if less than 5 years,   
 co-supervisor role only, etc.)

Attachments:

* Current CV