

Characteristics of Effective Supervision

A SELF-ASSESSMENT TOOL

One way to reflect on your effectiveness as a graduate supervisor is to assess the characteristics and practices associated with effective supervision. This resource can be used as a starting point for you to explore areas to develop along with areas to leverage. It is intended to be used as a self-assessment tool but with slight modification, could also be given to current or completed graduate students as a means of collecting feedback on your supervision style.

Characteristics of an Effective Supervisor			
1= room for growth 2= adequate 3= this is one of my strengths			
1. Understands the qualities associated with graduate level research, scholarly and/or creative works in their discipline, and communicates these to the student.	1	2	3
2. Gives time and thought to the selection and acceptance of graduate students for purposes of graduate supervision.	1	2	3
3. Establishes and collaboratively maintains a positive, professional, objective relationship with the graduate student and recognizes issues of equity, individual circumstances and power imbalance.	1	2	3
4. Clarifies expectations and milestones throughout the graduate studies journey as well as inspires and motivates the student toward completion.	1	2	3
5. Discusses and assists the graduate student with financial and external funding deadlines, policies and guidelines, and with navigating and directing the student to appropriate financial resources.	1	2	3
6. Supports the conceptual development of the research, scholarly and/or creative work and all subsequent phases.	1	2	3
7. Helps the graduate student create and modify a timetable for completion of various phases and guides the timing and sequencing of lab/project activities.	1	2	3
8. Meets regularly with the graduate student (no less than once per term) and is reasonably accessible at other times throughout the supervisory journey.	1	2	3
9. Informs the graduate student of and makes suitable arrangements for any absences, leaves or sabbatical in advance.	1	2	3
10. Convenes meetings of the supervisory committee; evaluates and reviews graduate student progress and completes necessary records and reports for progression.	1	2	3
11. Acknowledges intellectual property, authorship and student contributions.	1	2	3

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12. Provides constructive and thorough feedback of submitted work within 3 weeks or as agreed upon between supervisor and graduate student.	1	2	3
13. Identifies and addresses potential academic and/or interpersonal conflicts and difficult situations in transparent, timely and open conversation with the graduate student and/or supervisory committee members.	1	2	3
14. Anticipates problems and assists the graduate student's adaptation of their research, scholarly and/or creative work.	1	2	3
15. Advises, and enforces where necessary, the academic and research standards of the graduate program and degree requirements.	1	2	3
16. Encourages and advises the graduate student on appropriate professional development and preparation for diverse knowledge dissemination.	1	2	3
17. Encourages and models healthy work-life balance.	1	2	3
18. Assists, with the Graduate Program Office, the graduate student with their preparation of the thesis, dissertation, MRP and/or creative work for defence and ensures awareness of program requirements and standards to which the work is expected to conform.	1	2	3
19. Actively guides the graduate student's preparation for their post-graduate career.	1	2	3
20. Is aware of and responds to the changing relationship with the graduate student over time, and especially the balance between structure and independence.	1	2	3
21. Gives sufficient time to the responsibilities of a graduate supervisor.	1	2	3
22. Invests time in their own professional development as a graduate supervisor.	1	2	3