



**The University of British Columbia  
Board of Governors**

**Policy No.:**

**75**

**Approval Date:**  
July 1992

**Last Revision:**  
February 3, 2012

**Responsible Executive:**  
Provost and Vice-President, Academic  
(UBC Vancouver)  
Deputy Vice Chancellor and Principal  
(UBC Okanagan)

**Title:**

**Appointment of Graduate Students to Teach a Course Requiring  
a Board of Governors Appointment**

**Background & Purposes:**

Teaching experiences can be an important part of the professional development and formation of students in graduate programs. Graduate students provide the University with an important resource in support of its educational mission. This Policy sets out conditions to support the graduate student's engagement with his or her own program of studies and to ensure that the undergraduates he or she teaches are being educated by a well-qualified instructor.

**1. Scope**

1.1 This Policy applies to teaching appointments requiring a Board of Governors appointment (“Board Appointment”) in academic departments, schools, programs and faculties (including Continuing Studies appointments).

**2. Conditions on Graduate Student Appointments**

- 2.1 A graduate student must have suitable academic credentials or experience to teach any course that he or she is assigned.
- 2.2 All teaching appointments of a graduate student made pursuant to this Policy require the written approval of the Dean of the Faculty of Graduate Studies (UBC Vancouver) or the Dean of the College of Graduate Studies (UBC Okanagan), as applicable, in addition to any other specific approvals required under this Policy.
- 2.3 A Masters student may not normally hold an appointment to teach a course in which a Board Appointment is required, unless the masters degree program in which the student is enrolled is the highest level credential offered at the University in that field of study, or unless the Dean of the Faculty of Graduate Studies (UBC Vancouver) or the Dean of the College of Graduate Studies (UBC Okanagan) determines that an exception may be made. Such an appointment will be a part-time appointment as a sessional lecturer and will be limited to a maximum of three credits of course work per term, up to a maximum of nine credits of course work from July 1<sup>st</sup> to June 30<sup>th</sup> (the “Academic Year”).

- 2.4 The following lists two main categories of doctoral students who may be considered for teaching appointments requiring a Board Appointment and specific conditions that apply to each:
- 2.4.1 Doctoral students admitted to candidacy: If a doctoral student has been admitted to candidacy, he or she may be granted a part-time appointment as a sessional lecturer to teach up to nine credits of course work per Academic Year, with no more than six credits of course work per term.
  - 2.4.2 Doctoral students not yet admitted to candidacy: In general, a doctoral student not yet admitted to candidacy may only be granted an appointment to teach a course in which a Board Appointment is required in special circumstances. Such an appointment will be a part-time appointment as a sessional lecturer and will be limited to a maximum of three credits of course work per term, up to a maximum of nine credits of course work per Academic Year. In cases where a doctoral student not yet admitted to candidacy holds suitable credentials independent of those being acquired through pursuit of his/her degree program, he or she may be appointed to teach up to six credits of course work per term, up to a maximum of nine credits of course work per Academic Year. In either case, prior written approval is required from the doctoral student's department graduate research supervisor and graduate advisor or department head.
- 2.5 Neither a Masters nor a doctoral student may hold an appointment to teach a graduate course. Exceptions may be granted at the discretion of the Dean of the Faculty of Graduate Studies (UBC Vancouver) or the Dean of the College of Graduate Studies (UBC Okanagan), as applicable, where he or she determines that:
- 2.5.1 allowing such an appointment is unlikely to give rise to any conflict of interest issues;
  - 2.5.2 the appointment meets all other requirements of this Policy; and
  - 2.5.3 the appointment is consistent with the purposes of this Policy.
- 2.6 Decisions whether to approve a teaching appointment of a graduate student, as contemplated in Article 2.2 of this Policy, shall take into consideration whether the graduate student is making satisfactory progress in his/her degree program. Approvals for a doctoral candidate whose program has been extended will be granted only under exceptional circumstances at the discretion of the Dean of the Faculty of Graduate Studies (UBC Vancouver) or the Dean of the College of Graduate Studies (UBC Okanagan), as applicable.
- 2.7 In any case, unless the Dean of the Faculty of Graduate Studies (UBC Vancouver) or the Dean of the College of Graduate Studies (UBC Okanagan) determines that an exception may be made, teaching appointments will not normally be made if they will raise a student's employment commitment to the University above the level of 12 hours per week averaged over the year. An appointment at the University as a Graduate Research Assistant will not, for the purposes of this Article 2.7, be considered to be an employment commitment to the University.
- 2.8 Prior to accepting an appointment under this Policy, graduate students are advised to ensure that the number of hours worked under such employment will not affect his or her eligibility to receive or maintain scholarships and fellowships, whether they are internally or externally funded.