How to use the Supervisor and Supervisory Committee Portal

GUIDE FOR GRADUATE FACULTY

YORK U

Guide for Graduate Faculty: *How to Use the Supervisor and Supervisory Committee Portal*

OFFICE OF THE DEAN (FGS) | NOVEMBER 2024

This guide describes the steps that a supervisor or a supervisory committee member will follow to review and confirm their acceptance or denial of a student's request to serve as a supervisory member.

Email Notification

Faculty members will <u>each</u> receive an email to their passport Yorku name-email notifying them that an SSC Request is waiting for review.
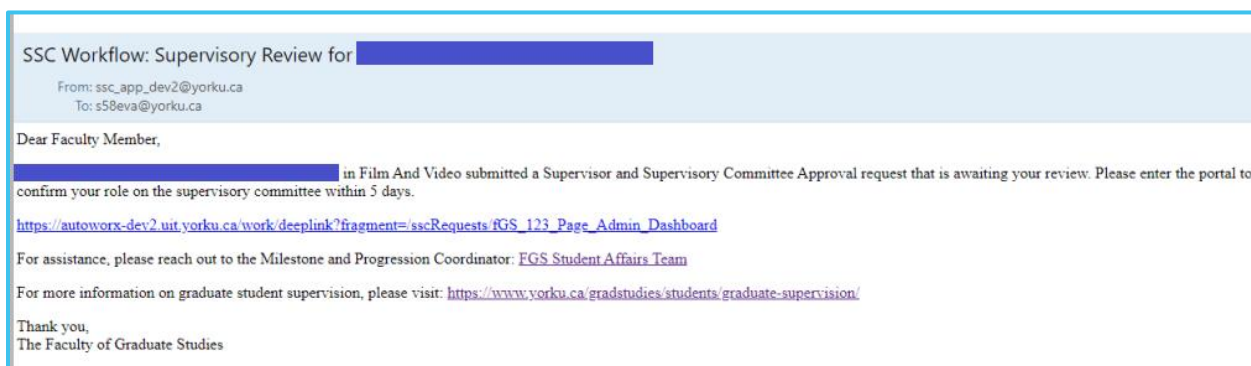
The image above is a sample email notification.

Accessing the Portal

Access the Graduate SSC Portal using your Passport York credentials either by clicking on the link in the notification email OR by accessing the login page (for staff and faculty) from the Faculty of Graduate Studies (FGS) Graduate Portal webpage.
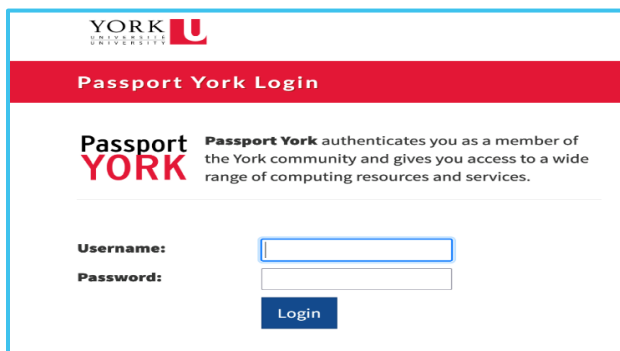
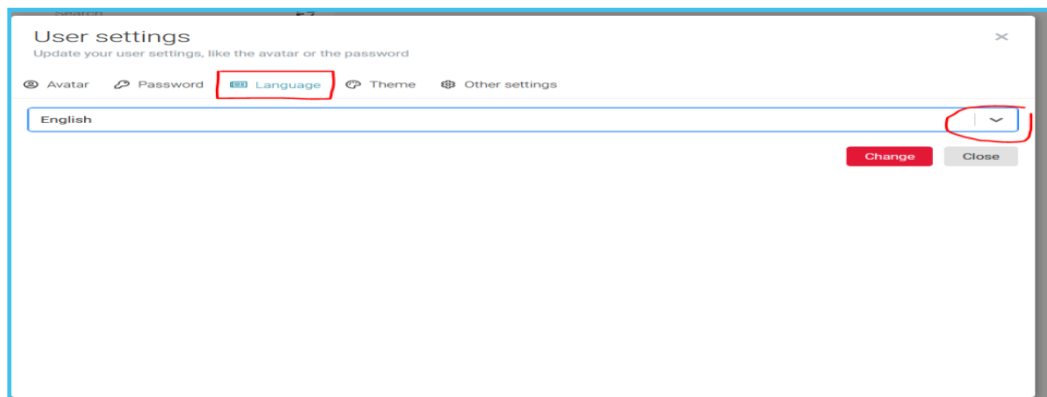*The image above shows the passport Yorku login page.*

User Set-Up – Language Settings

Language preferences can be changed to "French" by clicking on your name in the bottom left corner and then clicking 'Settings.'
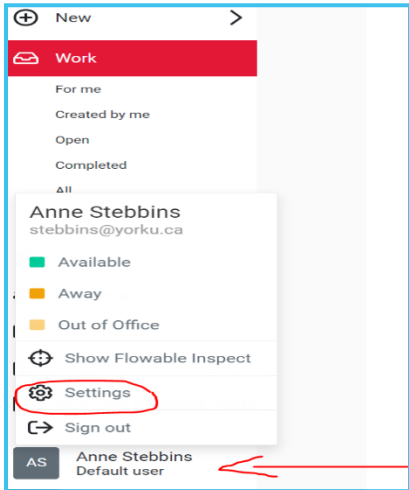
The image above shows the "settings" button.

The portal language is set to English. To change to French, select "French" from the drop-down menu.

The image above shows the language setting is English.

Claiming a Task

In the "Tasks" tab is a "My Tasks" dashboard where SSC requests at the stage "Supervisor Review" (for supervisor) or "Supervisory Team Review" (for committee members) are waiting for review. Click on the submission.

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Task Name ⇕	Creation Time ⇕	Due Date ⇕	Id ⇕	First Name ⇕	Last Name ⇕
Supervisor Review	03/Oct/2024 4:24:PM	29/Oct/2024 12:00:AM	O25185241003034159	EAAStestFN0001	EAAStestLN0001

My Tasks (0)

Task Name ⇕	Creation Time ⇕	Due Date ⇕	First Name ⇕	Last Name ⇕
Supervisory Team Review	2024/10/04 16:34:20		EAAStestFN0001	EAAStestLN0001

The images above show the "My Tasks" dashboard and that the submission under it that is awaiting review by the supervisor or the supervisory committee members.

Review the details of the request. A chart displays the names and roles of the existing, incoming, and outgoing (if applicable) supervisory members.

Incoming Supervisory Committee (new and updated roles)

Full Name	Role	YorkU Passport ID	Email
Anne Stebbins	Supervisor	stebbins	stebbins@yorku.ca
EAAStestFN2010 EAAStestLN2010	Committee Member	eaas2010	eaas2010@my.yorku.ca

Outgoing Supervisory Committee Members

Full Name	Role	YorkU Passport ID	Email
EAAStestFN2007 EAAStestLN2007	Supervisor	eaas2007	eaas2007@my.yorku.ca
EAAStestFN2008 EAAStestLN2008	Committee Member	eaas2008	eaas2008@my.yorku.ca

Reviewer Decision

Please indicate your acceptance of your nominated role, or provide feedback to the student along with your rejection. *
- ◯ I accept the role of Supervisor for EAAStestFN0001 EAAStestLN0001
- ◯ I decline the role of Supervisor for EAAStestFN0001 EAAStestLN0001

The image above shows a chart that displays the names and roles of the incoming, and outgoing supervisory members.

Accepting the Request to serve as Supervisor or Committee Member

Bubble in your response to the request to serve. The screenshot below shows that the faculty member has accepted the role of supervisor.

Reviewer Decision

Please indicate your acceptance of your nominated role, or provide feedback to the student along with your rejection. *
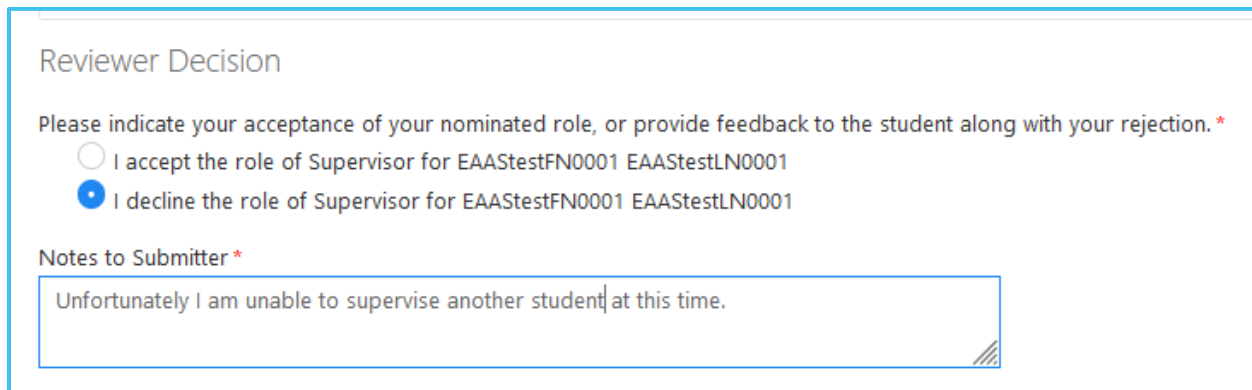- ⬤ I accept the role of Supervisor for EAAStestFN0001 EAAStestLN0001
- ◯ I decline the role of Supervisor for EAAStestFN0001 EAAStestLN0001

The image above shows that the faculty member has accepted the role of supervisor.

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Declining the Request to serve as Supervisor or Committee Member

Faculty members can also decline a request to serve.

*The image above shows that the faculty member has declined the request to serve as supervisor.*

Returning the Submission to the Graduate Program Assistant (GPA)

If a request is declined, an email notification is sent to the student and Graduate Program Assistant, and a box at the top of the SSC submission will display the note.

The SSC submission will be sent back once <u>all</u> supervisory members have had a chance to respond.

Completing Review of the Form

Complete your review of the request by clicking the "complete" button on the top right-hand corner.
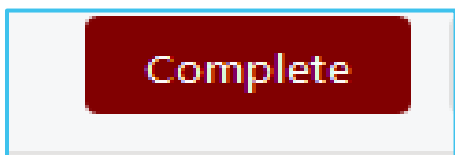
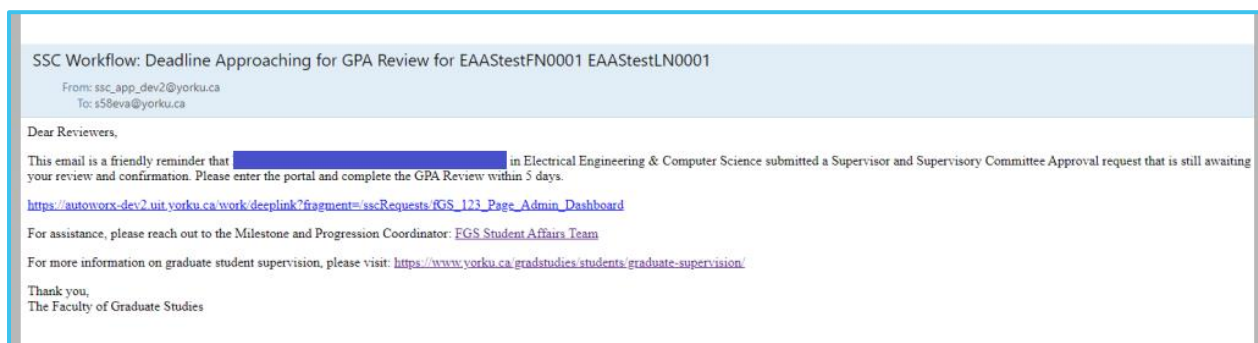*The image above shows the complete button.*

Timed-Out Submissions

An email notification is sent when an SSC request is submitted. If the task is not actioned within 5 days, a reminder email is sent. If the task remains without action, then after 21 days it will "time-out" and be sent back to the student and Graduate Program Assistant. A note on the

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submission will indicate the username of the person who did not attend to the task so that any necessary follow up can occur.

To avoid this, please login and complete the task to help the submission to keep moving through the approval process. Please reach out to Anne Stebbins stebbins@yorku.ca if you require assistance.

Reminder Email Notifications

Faculty members will receive a reminder email in their passport Yorku name-email notifying them that an SSC Request is still waiting for review.

SSC Workflow: Deadline Approaching for GPA Review for EAAStestFN0001 EAAStestLN0001

From: ssc_app_dev2@yorku.ca
To: s58eva@yorku.ca

Dear Reviewers,

This email is a friendly reminder that ▮▮▮▮▮▮▮▮▮▮ in Electrical Engineering & Computer Science submitted a Supervisor and Supervisory Committee Approval request that is still awaiting your review and confirmation. Please enter the portal and complete the GPA Review within 5 days.

https://autoworx-dev2.uit.yorku.ca/work/deeplink?fragment=/sscRequests/fGS_123_Page_Admin_Dashboard

For assistance, please reach out to the Milestone and Progression Coordinator: FGS Student Affairs Team

For more information on graduate student supervision, please visit: https://www.yorku.ca/gradstudies/students/graduate-supervision/

Thank you,
The Faculty of Graduate Studies

The image above is a sample notification email.

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