What We Do

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Vice Dean, Programs

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Vice-Dean, Programs, works:

• as part of the three-person decanal team.
• with SGS directors and their staff.
• with graduate chairs, administrators, and Vice/Associate Deans, Graduate Education.
• with the Offices of the Vice Provosts, Academic Programs, Student Life Faculty and Academic Life.

65 St. George

63 St. George
Final Oral Examination (FOE)

- Advises on Membership in the Graduate Faculty
- Approves External Appraiser/composition of examination committee
- Advises on negative appraisals/reconvened orals/other procedural issues
FOE External Appraiser/Examiner Approval Processes

• Online Pre-approval form
  https://portal.sgs.utoronto.ca/admin

• Allows pre-approval of external appraiser
  • Speeds up final approval for FOE committee
  • Creates permanent and accessible record
Welcome to the SGS Administration Portal

You can access resources by simply clicking any of the links below.

Main Menu
Graduate Unit and Collaborative Program Directory
View a complete list of graduate unit and collaborative program contacts.

Unit & Program Information
Manage administrative units (e.g. faculties), units (e.g. departments), programs, degrees and more.

Contacts
Manage user details, contact information, system permissions and more.

Final Oral Examination Pre-approval System (FOE)
Manage final oral examination pre-approval forms.

University of Toronto School of Graduate Studies
Administration Portal
Administration Portal

Add an FOE

This page allows you to search for FOEs that have current or prior engagements with your graduate unit.

Search Information

Student Number: 

[Check] [Cancel]
FOE External Appraisers/Examiners

Who qualifies?
• External to U of T (and affiliated hospitals/institutes)
• Demonstrated expert in field
• Academic appointment – Assoc. Prof. + (or qualifications for such an appointment if not an academic)

What disqualifies a potential appraiser?
• Current/recent affiliation with U of T
• Level of academic appointment
• Lack of experience with graduate teaching/ supervision
• Collaborations with candidate and/or co-supervisor(s)
• Frequency of use with overlapping committee membership
• Supervisory relationship with candidate or co-supervisor(s)

Where to look for SGS criteria for external appraisers:
• [www.sgs.utoronto.ca/calendar](http://www.sgs.utoronto.ca/calendar)
Scheduling of Examinations

• Schedule the exam 8 weeks* before the exam date.

• The appointment of the External Appraiser must be approved by SGS before the thesis is sent to the External Appraiser.

• The appraisal must be available to the candidate 2 weeks* before the examination.
Graduate Faculty Membership (GFM)

• Aligning graduate faculty membership with current University of Toronto appointment policies

• GFM online web tool is available for New and Renewal of GFMs

• The Process for Faculty who hold current membership and whose status requires change will continue as is (checklist)

• User Guide and FAQs available on our website
The list below represents nominations in process or which have been made. The list may be sorted by any column and also be filtered by date. If you wish to make a change, please click on the name of the person in the list. For questions or problems, please contact the Graduate Faculty Services office or your unit's Graduate Coordinator.

### Graduate Unit Nominations Overview

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Graduate Unit</th>
<th>Candidate Firstname</th>
<th>Candidate Lastname</th>
<th>Date Saved/Submitted</th>
<th>Status</th>
<th>Grad Mem Level</th>
<th>University Appointment Unit</th>
<th>Personnel</th>
</tr>
</thead>
</table>

**Date Submitted:** From: [input field], To: [input field], Filter:

- Update
- Cancel
- Create
- Display
- Logoff
We look forward to working with you:

Liz Smyth, Vice Dean Programs
Angelique Plata, Executive Assistant to Vice Deans
Kelly Crawford, Assistant to the Vice Deans