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-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
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/Documents/Final+Oral+Exam+Guidelines.pdf
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
We look forward to working with you:

Liz Smyth, Vice-Dean Programs
Angelique Plata, Executive Assistant to Vice-Deans