What We Do and What is New

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Vice-Dean, Programs, works:

- as part of the three-person decanal team.
- with the three 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.
What is New:

• Final Oral Examination: Videoconferencing
• Graduate Faculty Membership Appointment Process
• Quality Assurance processes now in the Office of the Vice Provost Academic
• Collaborative Program Reviews: after this year, moving to the Office of Vice Provost Academic
• Focus on International Opportunities for Graduate Students
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 Online Pre-Approval Form

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.
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
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.
FOE Room, 63 St. George
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
Diana Ramirez, Assistant to Vice-Deans