

# Ecology & Evolutionary Biology

## UNIVERSITY OF TORONTO

### PROCEDURES FOR RECOMMENDING AN EXTERNAL EXAMINER FOR FINAL PHD ORAL EXAMINATIONS

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The PhD supervisor should send the name of one proposed external examiner to the Graduate Coordinator or the Associate Chair (Graduate) and Kitty Lam <gradadmin.eeb@utoronto.ca> *at least 8 weeks* ahead of the examination date. External examiners can now be pre-approved and, therefore, as soon as you know that the potential external is available during the timeframe in which the student would like to defend, send the information below to Kitty Lam and the Associate Chair or Graduate Coordinator.

The following information must be provided on the form (see page 3 below):

1. Name of the external examiner
2. Evidence that the proposed external examiner:
  - a) holds the rank of at least Associate Professor (or equivalent if not at a university), and the year that rank was received
  - b) comes from an institution with a graduate program related to the PhD candidate's area of study
  - c) has supervised at least one PhD student who has completed their degree
  - d) is an acknowledged expert in the field of study
  - e) is at "arm's length" from the supervisor and student. This includes the following: Must not have published with or been a collaborator on a grant in the last 6 years. Must not be a former student or supervisor of the supervisor.
  - f) has had no contact with the PhD candidate during the selection process

For further details, please see page 3 of this document

<https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/08/FOE-Guidelines-July-2019-final.pdf>

3. Please note that evidence of requirements a) through c) **MUST** appear on the nominee's CV or on a website(s) for which a link is provided. PLEASE ENSURE THIS INFORMATION APPEARS ON A WEBSITE(S) OR IN THE CV. The nomination cannot be sent to SGS until all of this information is available. **Please submit CVs electronically to the EEB Graduate Office along with this completed nomination form (below).**
4. When you contact the person being nominated to act as external to discuss their willingness and availability to act as the external examiner and to request a copy of their CV, they must agree to the following conditions and timeline. Please send the following to him/her in your invitation email and ask them to confirm:

I confirm that, if nominated, I agree to attend the candidate's seminar and the Final Oral Exam in person or by videoconference/phone (unless, of course, serious personal circumstances prohibit this) and that I will submit a written appraisal report on the thesis to the EEB Graduate Office at least two weeks before the defense. Thesis appraisals by external examiners consist of an analytical and constructively critical commentary on the thesis, together with an assessment of the importance of the work in relation to its field. A synopsis is not necessary, since all the examiners will have read the thesis, but if one is included it

should be brief. Appraisals are typically one to two pages long, single-spaced. Most appraisers include the major issues that they will discuss during the defense and some attach a list of minor corrections. Further details about the requirements for the appraisal report will be provided later. I will receive the thesis 6 weeks before the defense.

When you hear back from your nominee, please forward their response to the EEB Graduate Office. The nomination process will not be started until this email, plus the form below and their CV are provided to the EEB Graduate Office.

5. Once approved by EEB's Associate Chair or Graduate Coordinator, the Graduate Office will forward the nominee(s) to the Graduate School for approval. A formal invitation, and details of responsibilities will be sent to the examiner by Kitty Lam in EEB's Graduate Office. If the examiner would like a hardcopy of the thesis, provide one to Kitty and she will send it by courier.
6. The examiner will receive a small honorarium and the Graduate School will cover travel expenses up to \$500 (remaining costs are the responsibility of the supervisor (unless they give a seminar and funds are available to help with travel costs)). You should remind the examiner to keep all receipts for accommodation, travel costs (including boarding passes) and other expenses. The Graduate Office will provide the examiner with this information after the examination committee has been approved by SGS.
7. Please complete the nomination form below.

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Name of the PhD Student defending his/her/their thesis: \_\_\_\_\_

Student number: \_\_\_\_\_

Tentative title of the PhD student's thesis: \_\_\_\_\_

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### **EXTERNAL NOMINEE FOR FINAL ORAL PhD EXAM**

(use additional copies of this form if there are other nominees)

Name of External Nominee: \_\_\_\_\_

Rank (Associate/Full Professor or equivalent): \_\_\_\_\_

Appointment year for Rank: \_\_\_\_\_

Institution and Department: \_\_\_\_\_

Nominee's website: \_\_\_\_\_

CV (provided electronically):            Yes    No

*I have provided evidence in a CV or on a website that the nominee is an Associate or Full Professor and has supervised at least one PhD student who has completed their degree\*. In addition, by SIGNING below I certify that the nominee is an acknowledged expert in his/her field, is at arm's length from me and my PhD student, and that my PhD student has not been in contact with the nominee during this selection process.*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_