

Master's and Doctoral Examining Committees Membership Checklist

	Master's Final	Doctoral Candidacy	Doctoral Final	This checklist is provided as an aide. If questions arise, or when unsure about a matter, consult the policy as written in the University Calendar and the GPS Graduate Program Manual.
Number of Committee Members	At least 3	At least 5	At least 5	
Supervisor/Supervisory Committee is part of the examining committee?	Yes			
Examination committee chair?	Must be approved by the Department			
Number of examiners who hold a full-time Faculty (tenure or tenure-track), Faculty Service Office (FSO), or Special Continuing appointment at the University of Alberta?	At least 2	At least 3	At least 3	Retired faculty and faculty service officers also qualify. On the different categories of appointment, see A1.1, A1.3, and C1.1 of the Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues (available from UAPPOL).
Number of examiners who have a degree equivalent or higher than that being examined?	At least 2	At least 3	At least 3	
Number of arm's length examiners? An arm length examiner can also be called Specialized Knowledge examiner	At least 1	At least 2	At least 2	An arm's length examiner is an individual who is: not a member of the supervisory committee; not connected with the thesis research in a significant way; not associated with the student, outside of usual contact in courses or other non-thesis activities; and not a close collaborator of the supervisor. An arm's length examiner may be from same department (or Faculty if non-departmentalized), and may serve as arm's length examiner for both the candidacy and the final.
Number from outside the University (External Examiner/Reader)?	Not applicable	Not applicable	1	An external examiner is present at the final exam only

As of May 2013, the approval of the appointment of the final examining committee, including the appointment of an external examiner or reader, has been delegated to the Deans of the teaching Faculties. Deans may choose to sub-delegate this power, for example, to an Associate Dean. The approval of the membership of a doctoral candidacy examination committee has been delegated to the departments.

The supervisor (or at least one of the supervisors if there are multiple supervisors) must be:

- a) a tenured, tenure-track, or retired faculty member, or a Faculty Service Officer (FSO), of the University of Alberta;
- b) active in the general subject area of the student's research;
- c) demonstrate continuing scholarly or creative activity of an original nature; **and**
- d) either hold a degree equivalent to or higher than that for which the student is a candidate, or have a demonstrated record of successfully supervising students for the degree.

As of May 2013, the approval of the appointment of a supervisor(s) has been delegated to the Deans of the teaching Faculties. Deans may choose to sub-delegate this power, for example, to an Associate Dean (Graduate Studies), an Associate Chair (Graduate Studies), or a Graduate Studies Committee. Contact your department (or Faculty if non-departmentalized) for further guidance.