



Introduction

The external appraiser plays a vital role in ensuring the integrity and scholarly rigor of our doctoral examinations. To align with SGS guidelines, we ask that supervisors submit 2 to 3 potential external appraiser for consideration, rather than a single name. This approach ensures flexibility in securing an available external who meets the necessary eligibility criteria.

Criteria for Appointment of an External Appraiser

When nominating external appraiser, please ensure they meet the following requirements:

- **External to UofT** – The external must be from outside the University, including its affiliated teaching hospitals and research institutes.
- **Recognized Expert** – The external must be a well-regarded scholar in the thesis subject area and hold the rank of **Associate or Full Professor** at their home institution. If from outside academia, they must have the credentials to be appointed to an academic position at this level.
- **Supervisory Experience** – The external must have successfully supervised doctoral candidates through to defense.
- **Arm's Length Relationship** – The external should have no recent professional or academic ties to either the Candidate or the Supervisor(s). Specifically, they must not:
 - have served as a **Masters or PhD Supervisor/Supervisee** of the Candidate or Supervisor;
 - have been a **departmental colleague** of the Candidate or Supervisor in the past **six years**;
 - have collaborated on a **research project, scholarly work, or publication** with the Candidate or Supervisor in the past **six years**.

Process for Submitting Nominations

- Supervisors should submit two to three **ranked** potential external appraiser for consideration to lhae.doctoral@utoronto.ca. Please provide the CV or equivalent of the top choice for external appraiser.
- The graduate unit must request pre-approval of the selected external appraiser. This pre-approval can be obtained well in advance, even before a specific exam date is set.
- The Vice-Dean (Students), SGS will assess the nominations to determine whether the appraiser meets the arm's length requirement.
- The candidate must not have any communication with the external appraiser until the start of the FOE. The candidate should not send their thesis to the external appraiser.
- At OISE, normal practice is the supervisor sends the thesis. This should be done at least six weeks prior to the date of the FOE. When sending the thesis, it is best practice to informally tell the External Appraiser the due date for the appraisal (which is two weeks before the FOE).
- ROSE will send a formal notification to the external appraiser that includes the deadline and detailed instructions. [Guidelines for preparing the external appraisal](#).

We recognize that past practice may have involved submitting a single nomination, and we truly appreciate your collaboration in adopting this broader nomination process. These steps are designed to streamline the selection while upholding the high academic standards of our doctoral programs.



External Appraiser Pre-Approval Request Form - Final Oral Exam

Student Name

Student Number

Tentative Thesis Title:

Student's abstract
attached

- Both Supervisor and Candidate must have an “arm’s length” relationship with the external appraiser. Normally, this will exclude anyone who has been a departmental colleague of the Candidate or Supervisor, has stood in a student-teacher relationship with either of them, or has collaborated on a research project or published with either of them in the past six years.
- The external appraiser should be a recognized expert on the subject of the thesis and should be external to the University as well as to its affiliated teaching hospitals and research institute.
- The external appraiser must hold the rank of associate or full professor at their home institution.

Choice 1 Appraiser’s Name

Department, Institution

Area of Specialization

Briefly state reason suitability of proposed appraiser

“arm’s length” relationship

Rank: Associate Full Professor

CV attached

Professional website

Choice 2 Appraiser’s Name

Department, Institution

Area of Specialization

Briefly state reason suitability of proposed appraiser

“arm’s length” relationship

Rank: Associate Full Professor

CV attached

Professional website

Choice 3 Appraiser’s Name

Department, Institution

Area of Specialization

Briefly state reason suitability of proposed appraiser

“arm’s length” relationship

Rank: Associate Full Professor

CV attached

Professional website

Supervisor’s Signature

Approved External Appraiser

Graduate Chair Signature

Choice 1

Choice 2

Choice 3