

Chairperson Selection Guidelines

Guidelines to select a chairperson for oral examinations

Departments recruit Chairs for their Master's examinations. The Graduate School will continue to find chairs for all doctoral examinations.

Departments choose the process or manner in which they select their committee Chairs, as long as those selected are eligible according to the School of Graduate Studies guidelines.

Departments are required to fill out the *Oral Thesis Examination Form* and deliver to the School of Graduate Studies within 10 working days (master's) and 25 working days (doctoral). The chairperson's name and departmental affiliation must be listed upon submission.

| CHAIRPERSON ELIGIBILITY | | |
|-------------------------|---|------------|
| RANK | MASTER'S | DOCTORAL |
| Assistant | YES (if they have participated on an oral examination at Queen's) | NO |
| Associate | YES | YES |
| Professor | YES (but full professors will be contacted regularly by SGS for doctoral oral exams) | YES |

REMINDERS:

Names/status/rank for all faculty members can be found in the Graduate School calendar under each program section.

As a general rule, faculty members can be contacted once per term for Chairing duties, for a total of three examinations per calendar year (terms: Jan 1 - April 30; May 1 - Aug 31; Sept 1 - Dec 31).