

PhD Committees in the School of Information Technology

Thank you for considering being a PhD Committee Member in the School of Information Technology. This document spells out our expectations around the role.

We expect that committee members will remain on a student's committee for the duration of their degree, and examine the student at three milestone exams (qualifying exam, proposal, and final defense). If this is not feasible for you (due to a planned leave), then please inform the supervisor, who is able to make alternate arrangements: However, exceptions should be rare. If you plan on going on sabbatical during a time when a student may be expecting to have an exam, please let them know any travel schedules and unavailable times as far in advance as possible: You are normally expected to be available during a sabbatical for examinations. Please read our **Graduate Manual** for examination process details.

Attendance at key milestone exams and consistency for the student is critical to their success. During and after the exams, timely feedback should be provided in the form of written suggestions to improve the student's work, in particular in the form of recommendations, and requirements (that is, what you recommend the student should explore, expand upon, etc., and what you see as required for them to pass the next stage in their progress). The committee member should be available to discuss and provide clarity on feedback should the student (or supervisor) require it.

Please familiarize yourself with our **Qualifying Exam Guidelines** and **Proposal Exam Guidelines**, as these detail the expectations of students in our unit.

As part of Qualifying Exams, the committee members should review the literature (list of references) assigned to the student, and make suggestions for additions based on the subject area chosen by the student. This *may* involve speaking with the student and/or supervisor to clarify their research plans and/or subject area if necessary. Speak to the supervisor(s) first, and determine if a meeting with the student should be held.

Please also consider the ramifications of intellectual property discovery and co-authorship with your involvement. Are you expecting to be a co-author on any publications, especially if you are contributing intellectual ideas, committing your time, providing methodology or analysis support, or reviewing drafts? Please discuss co-authorship up front with the supervisor and student, and perhaps refer to the CREDIT system to gauge whether your involvement may warrant co-authorship on any publications to arise from the work you contribute. Note that if your involvement is restricted to only examinations, it is not typical to have co-authorship. (<https://www.elsevier.com/researcher/author/policies-and-guidelines/credit-author-statement>).

Recommended:

Please communicate to the student and to the supervisor your level of commitment outside of the three specific exams. You are encouraged to attend at least *one meeting per year* between the Proposal and the final Defense. This meeting **may include** attending an annual seminar presentation by the student. You will also be sent a copy of the student's annual report, and are encouraged to review it and bring to the supervisor any concerns with their progress or direction.

In addition to such meetings, it is **recommended** that you read the draft of the PhD thesis in advance of the student's formal submission: Please indicate your turn-around time expectation to the student and to the supervisor. This process is helpful to point out any significant issues before proceeding to the exam, but need not be at the level of detail required for the final exam. Ideally, all major issues will be included in this pre-defense feedback.