

Complete Policy Title

**Associate Membership of Thesis Supervisory
Committees (Faculty of Health Sciences)**

Policy Number (if applicable):

Approved by

Senate Executive Committee

Date of Most Recent Approval

June 22, 2022

Date of Original Approval(s)

June 22, 2022

Supersedes/Amends Policy dated

Responsible Executive

Vice-Provost & Dean of Graduate Studies

Policy Specific Enquiries

[School of Graduate Studies](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

*If there is a discrepancy between this electronic policy and the written copy held
by the policy owner, the written copy prevails.*

PREAMBLE

1. Such necessary advisors who do not meet the criteria to serve as members of the supervisory committee may be appointed as *associate members* of supervisory committees for M.Sc. or Ph.D. students. Associate members have a formal role similar in most respects to other advisory committee members. They are expected to participate regularly in supervisory committee meetings and to advise regarding the proposal, conduct, and writing of the student's research, according to the provisions of this policy below.

ROLE AND RESPONSIBILITIES

2. Where an associate member is appointed, the membership of the supervisory committee must otherwise meet the requirements of the *Graduate Calendar*, including an approved supervisor and two other approved faculty members. The size of the advisory committee, including the supervisor and the associate member, must not exceed four members.
3. The inclusion of an associate member must be approved by the program director at the request of the student and the supervisor.
4. The role of the associate member is strictly advisory. Associate members shall not be involved in formally evaluating the student (e.g., on supervisory committee forms or at the defence), approving proposals, research plans, thesis drafts, or in decisions about adequate progress and recommendations for withdrawal.
5. The associate member should be invited to participate in all aspects of advising, including attendance at supervisor committee meetings, consultation between meetings, and feedback on written drafts.
6. A supervisory committee meeting may proceed in the absence of the associate member, where the supervisor deems this necessary to facilitate the timely scheduling of meetings. The supervisory meeting form should note whether the advisor was present.
7. The associate member is a non-voting participant at the defence. The associate member does not count toward the required composition and number of members of the examining committee, as specified in the *Graduate Calendar*. The associate member should be invited to participate at the defence, but the defence may proceed without the participation of the associate member if the requirements for the examining committee are otherwise met. The associate member is entitled to ask questions in the manner of other members of the examining committee. The supervisor must ensure that the Chair of the defence and, where applicable, the external examiner, are aware of the role of the associate member, emphasizing that this is an approved, formal role.

RELATED POLICIES

8. [Tenure and Promotion Policy Supplementary Policy Statement \(SPS\) A11 – Policy on Supervision of Graduate Work by Faculty with Other Appointments](#)
9. [School of Graduate Studies Calendar \(Graduate Calendar\)](#)