

## **Pathology and Laboratory Medicine Chair of Supervisory Committee Guidelines**

The responsibilities of the Chair of a Supervisory Committee include:

- At the Initial Supervisory Committee Meeting, guide the Student and Supervisor in selecting courses in line with the Program and the overall success of the Student in their project. Fill an [Initial supervisory committee - chairs report](#).
- Help ensure that the overall committee membership is composed of at least 50% G+PS members. The Chair should also encourage a broad diversity in the committee membership when possible.
- At subsequent meetings (please help ensure that subsequent meetings take place at regular intervals of every 6 months for MSc Students, and every 9-12 months for PhD Students), moderate and contribute to discussions, then summarize the opinions of the Committee and file a [Graduate Student - Supervisory Committee Chair's Report](#)
- A typical meeting is organized by the student who will book a 2 hour window. The student will circulate their materials at least 4 days prior to the meeting. During the meeting, the student will present a mini-CV, and report on how their project is progressing, any changes to their study plan, and what their research plans are for the next 6-12 months. They may also discuss conferences attended, planned or recent publications, and future career plans. During the meeting it is acceptable to ask the student to leave to hold short in-camera discussions. The student/supervisor relationship form is reviewed and discussed as a part of this meeting. This usually takes place at the end of the meeting with only the student and supervisor present. It tends to be difficult for the student to raise issues, and the Chair can make this a safe place for open dialogue. The wellbeing of the student should be noted at this time and concerns should be brought to the attention of the Program Director.
- For PhD students, Chairs typically also act as Chair of the Comprehensive Examination Committee and help the Committee come to consensus decisions. If there is a lack of consensus, the Chair helps determine an appropriate course of action, for example, remedial action in case of a conditional pass. The Chair then completes and submits the [Comprehensive Exam](#) report detailing a pass, conditional pass, or fail. In the case of significant disputes or problems, the Graduate Advisor/Program Director should be consulted.
- For MSc students, Chairs typically act as Chair of the MSc Thesis Examination: Moderate discussions in the examination, then complete and submit the [MSc-Exam-Chairs-Report](#) for the student's file.
- Please note that as a PALM Chair, you are an administrative Chair and not expected or required to read and review the dissertation, take part in the final Doctoral Examination, nor are you to be named as an official committee member on G+PS Forms.

Thank you for serving as a Chair in our Program.