

GRADUATE COLLEGE
Request for Appointment of External Examiner for Doctoral Dissertation

Student Information:

Student Name		Date
Student ID Number	Email	Daytime Phone
Graduate Program		

Dissertation Information:

Full Title of Dissertation

Major Advisor

Names of other Supervisory Committee Members:

Committee Member

Committee Member

Committee Member

Committee Member

Instructions:

Purpose of Form: This Graduate College form is used by a major advisor to nominate persons for the role of external examiner of a doctoral dissertation that is produced by a student under the supervision of the major advisor.

Role of the External Examiner: The external examiner is an expert in the dissertation content who is not affiliated with Boise State University, but is appointed as a voting member of the defense committee by the Dean of the Graduate College. Ideally, the external examiner participates fully in the final oral examination in person. However, if the examiner cannot be present in person, it is permissible to arrange participation by synchronous electronic methods, or the examiner may submit written commentary, questions, and his or her vote to the Dean of the Graduate College at least two weeks in advance of the examination, for subsequent transmittal to the supervisory committee.

Qualifications for Nominees: A nominee must have an established reputation in the area of the dissertation research, and must be able to judge objectively whether the dissertation would be acceptable at a university with a respected doctoral program in the same or similar field. As a general guideline, a nominee should hold full or associate rank if a faculty member at a university, or should have comparable expertise and standing if not at a university. A nominee should not be closely associated with the student or major advisor. Examples of relationships to avoid are research collaborator, co-author, employer, former student, former research supervisor, and the like. If these or similar relationships exist for a nominee, they should be disclosed in writing to the Dean of the Graduate College as an attachment to this form. A nominee should not have acted as an external examiner for the doctoral program in which the student is enrolled for a minimum period of five years.

Nomination and Appointment of External Examiners: It is the responsibility of the major advisor to consult with the other members of the supervisory committee, and then use this form to nominate several persons in unranked order who are qualified to serve in the role of external examiner. The department or academic unit that is responsible for the doctoral program may impose additional procedures that are to occur prior to submission of the form, such as departmental review and approval of the nominees proposed by the major advisor. Once this form is received by the Dean of the Graduate College, he or she will communicate with the nominees, and then make the final appointment of the external examiner with notification to the major advisor and the members of the supervisory committee. If the dean finds the slate of nominees to be unacceptable, or if none of the acceptable nominees agrees to be appointed as the external examiner, the dean will request a new slate of nominees from the major advisor.

Procedures and Timing: Ideally this completed form should be submitted to the Dean of the Graduate College at least two months before the expected date of the final oral examination. When an external examiner is involved, the final oral examination cannot be scheduled until the student submits to the Graduate College a copy of the dissertation that the supervisory committee considers suitable for transmittal to the external examiner for his or her review. Furthermore, the student should not be given the name of the external examiner until after the review copy has been received by the Graduate College. The Graduate College will transmit the dissertation copy to the external examiner with instructions. As a general guideline, an external examiner will require at least one month prior to the final oral examination to review the dissertation. After the identity of the external examiner is known, the major advisor, members of the supervisory committee, and the student must not contact the external examiner about the dissertation, and should direct any contact initiated by the external examiner to the Dean of the Graduate College.

Expenses: If the external examiner is to be present at the final oral examination, the department or academic unit that is responsible for the doctoral program is also responsible for making the necessary travel arrangements, and for paying all expenses associated with the visit. An honorarium may be offered by the department or academic unit to an external examiner, but only if honoraria are consistently offered to all external examiners for the program.

Unusual Circumstances: If the final oral examination is scheduled to the agreement of all participants, and the external examiner becomes the source of a delay for any reason, the Dean of the Graduate College is authorized to make adjustments, including but not limited to postponing the examination, appointing a new external examiner, or waiving the requirement for an external examiner.

Completion of Form: This form can be completed online. When the form is complete, please print the entire form, sign and date, and then deliver all pages (including these instructions) with original signatures to the Graduate College.

