

ART EDUCATION

MA and PhD Thesis Supervisory Committees

Eligibility to Supervise

Full-time permanent faculty members in Art Education at Concordia University who hold a terminal degree and the rank of Assistant Professor, Associate Professor, or Professor are eligible to supervise students. Other faculty members who meet the criteria established by the department with which they are affiliated, which usually entail substantial and relevant research accomplishments, may be nominated by the Graduate Program Director (GPD) to the School of Graduate Studies (SGS) for approval as co-supervisors only.

Part-time faculty and faculty holding a Limited Term Appointment (LTA) do not serve on supervisory committees in Art Education.

Faculty holding an Extended Term Appointment (ETA) do not serve as the thesis supervisor for MA or PhD students. They may serve as committee members under the conditions set out below.

The supervisory relationship is confirmed by the Art Education Thesis Supervision Agreement, signed by the student and the supervisor and filed with the Graduate Program Assistant.

Committee Composition

MA. The supervisory committee consists of two members. These are the thesis supervisor and one additional faculty member. The supervisor must be a full-time eligible faculty member in Art Education. The second can be from Art Education or outside of the program. A third member may be added from outside Art Education or from another university. All members are expected to hold a doctorate or terminal degree as appropriate, except where an expert member is appointed under the provision set out below. When the thesis is ready for examination, only supervisory committee members are required.

PhD. The supervisory committee consists of at least three members. The supervisor must be from Art Education, and one additional member is expected to be from within the program. A third member may be an active faculty member holding a doctorate or terminal degree, from another department, or from outside the university.

When the dissertation is ready for examination, additional members are required for the oral examination. The examining committee is governed by SGS regulations.

All members of the Thesis Supervisory Committee attend the proposal defense and sign the Thesis Proposal Form, regardless of the committee's size.

Committee Service by Faculty Holding an Extended Term Appointment

ETA faculty in Art Education may serve on MA and PhD thesis committees. There is no expectation that they do so, as it is above-and-beyond service outlined in the CUFA collective agreement. ETA faculty accept committee service at their own discretion and in light of their current workloads, and students should approach a prospective member with that in mind.

- MA supervisory committees require approval from the Chair.
- PhD supervisory committees require approval from the Chair, the GPD, and SGS. Where an ETA member has already received approval to serve on the same student's examination committee for ARTE 886, that approval carries forward to the PhD Thesis Supervisory Committee, and a second approval is not required. An ETA member who did not serve on the examination committee requires approval for the supervisory committee.

Who May Serve

Appointment	Supervise MA	MA committee	Supervise PhD	PhD committee	Approval required
Full-time permanent Art Education faculty holding a terminal degree, at the rank of Assistant Professor, Associate Professor, or Professor	Yes	Yes	Yes	Yes	None
Extended Term Appointment (ETA) in Art Education holding a doctorate	No	Yes	No	Yes	Chair approval for MA committees. Chair, GPD, and SGS approval required for a PhD supervisory committee, unless approval was already granted for the same student's ARTE 886 examination committee. Service is at the member's discretion.
Limited Term Appointment (LTA) in Art Education	No	No	No	No	Not eligible
Part-time faculty	No	No	No	No	Not eligible
Full-time permanent faculty from another Concordia department holding a terminal degree at the rank of Assistant Professor, Associate Professor, or Professor	No	Yes	No	Yes	None for committee membership. Co-supervision requires GPD approval. See the note below.
Faculty from another university holding a terminal degree at the rank of Assistant Professor, Associate Professor, or Professor	No	Yes	No	Yes	None for committee membership. Co-supervision requires a request and CV to the GPD to be forwarded to SGS for approval. See the note below.
Concordia Professor Emeritus	No	Yes	No	Yes	GPD approval for committees. Co-supervision requires GPD and SGS approval.
Expert member with or without a terminal degree, such as a First Nations Elder, a master teacher, or an artist, researcher, or teacher expert	No	Yes	No	Yes	GPD and SGS approval for each committee.

Note on co-supervision. *A co-supervisor from another university or from a non-academic sector may be considered when a request and the proposed co-supervisor's CV are put forward to the GPD and then SGS, who may approve the appointment as a special case. The request indicates the means by which meaningful interaction will be maintained. There is normally no more than one co-supervisor, and external co-supervisors are expected to follow Concordia supervision guidelines.*

Expert Committee Membership

On a case-by-case basis, committee membership may be adjusted to justify the expertise required for the research project undertaken by a graduate student. For Art Education, this membership could include a range of experts with or without terminal degrees, such as a professor emeritus, a First Nations Elder, a master teacher, or a related artist, researcher, or teacher expert. Appointment requires approval from the GPD and SGS.

A Concordia Professor Emeritus who serves in the ordinary capacity of a committee member requires GPD approval only. SGS approval applies where the appointment is made under the expert committee provision.

Students are expected to follow the appropriate protocols when forming an expert committee with a First Nations Elder.

Expert committee membership requires an email from the supervisor to the GPD outlining the following.

- Justification of why the expert is needed
- How the expert will contribute to the research thesis
- What role the expert will perform on the committee
- The expert's background and qualifications as they relate to the research study

Once confirmed by the GPD, the request is forwarded to SGS for final approval.

Note: No honorarium is provided for supervisory committee service.

September 2026