



Supervisor Interview Checklist: Faculty Edition

The supervisor will be responsible for preparing students to become experts and scholars in their disciplines, ensuring that students develop competency in their fields and mastery of their areas of specialization. The supervisor and student will meet regularly (once a month at minimum) regarding research interests and progress in the program, discuss content of current seminars and improve research and writing skills, modify seminar papers into content suitable for conference presentations and articles, develop a bibliographic reading list for field of study and for comprehensive exams, and the supervisor will oversee and guide the student through the comprehensive exam and the entire dissertation process.

How To Assess PhD Applicants As Potential Supervisees:

1. Prospective students will contact you to schedule an interview.
2. The student will ask about your research expertise and capacity to take on additional students to supervise. Use the following questions as a guide in each interview to determine whether or not this student would be a good fit as your supervisee:
 - a. What are your research interests?
 - b. What topics have you enjoyed in your previous study?
 - c. What are your research and professional goals?
3. After the interview, choose one of the following:
 - a. If you do not feel that a student is not of the caliber to succeed in the program, respectfully decline their request to supervise.
 - b. If you are confident in the student's potential for success but their research interests are not aligned with your fields of expertise, suggest to the student an alternative faculty member to interview.
 - c. If you wish to supervise the student, but their research interests do not align with your fields of expertise, submit an email to the appropriate divisional associate dean advocating for the student and sharing your plan to supervise them well in their research interests.
 - d. If you wish to supervise the student and their research interests align with your areas of expertise, complete and submit the [PhD Applicant Supervisor Recommendation Form](#) to the division associate dean. If the applicant is admitted to the program, complete the [Supervisor Agreement Form](#) with the student and submit it to your division associate dean for authorization.