

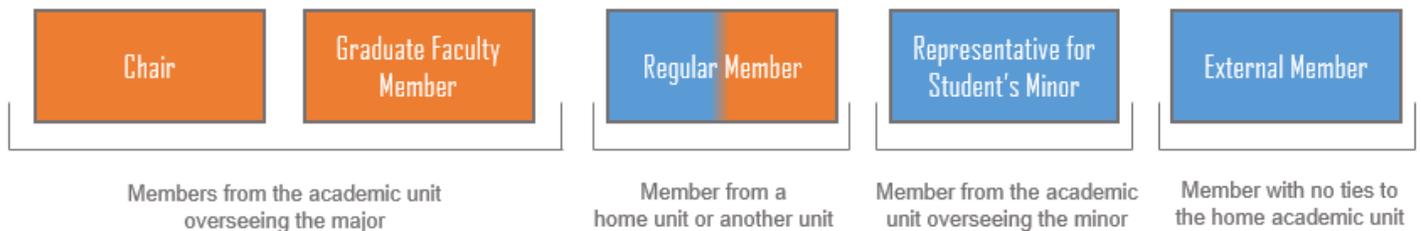
## GRADUATE COMMITTEE MEMBERSHIP KEY TERMS & POLICIES

### MEMBERSHIP (DOCTORAL)

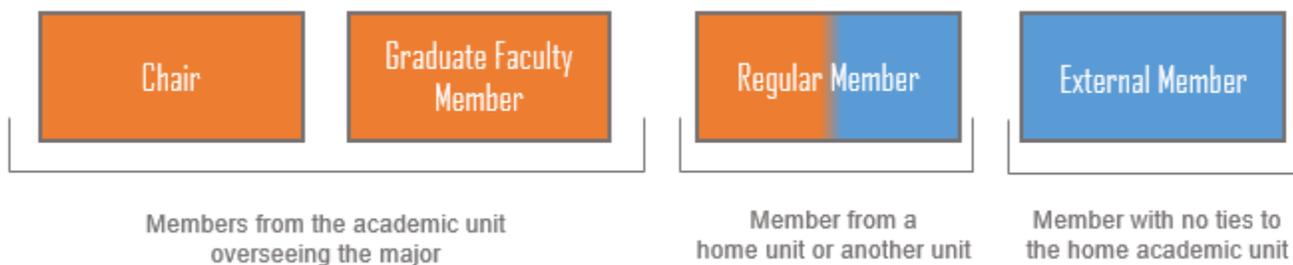
The supervisory committee for a doctoral candidate comprises at least four members selected from the Graduate Faculty. At least two members, including the chair, must be from the academic unit recommending the degree. At least one member serves as external member and should be from a different educational discipline, with no ties to the home academic unit. One regular member may be from the home academic unit or another unit.

If a minor is chosen, the supervisory committee includes at least one Graduate Faculty member representing the student's minor. If the student elects more than one minor, each minor area must be represented on the supervisory committee. Therefore, committees for students with two minors must have a minimum of five members.

With a minor:

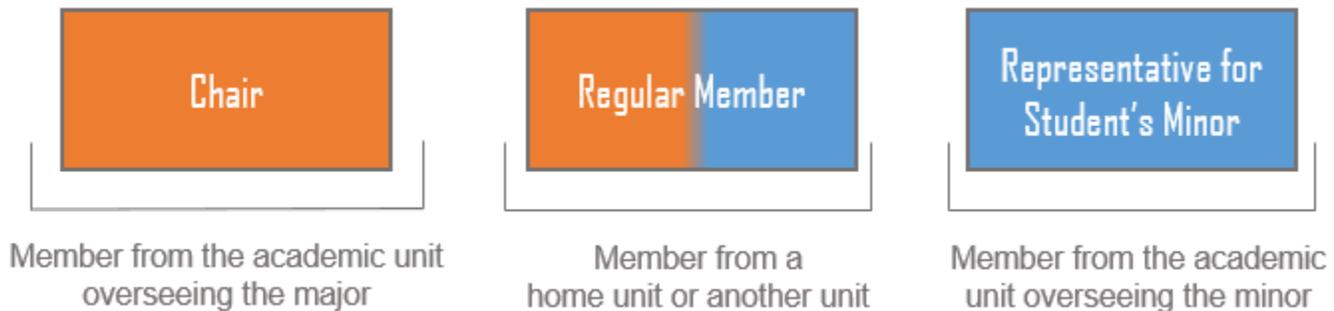


With no minor:



## MEMBERSHIP (MASTER'S DEGREE WITH/WITHOUT THESIS)

The supervisory committee for a master's degree with a thesis should consist of at least two Graduate Faculty members, unless otherwise specified. The chair must have a Graduate Faculty appointment in the academic unit recommending the degree. If a minor is designated, a Graduate Faculty member representative from that minor is needed on the supervisory committee. If two minors are designated, two representatives are needed.



For a master's degree without thesis, oversight is at the academic unit/department/college level only. Non-thesis programs may choose to have a formal committee or an alternate structure as determined by the program's graduate faculty and consistent with academic unit policies. The oversight authority will be considered as the supervisory committee. Units are able to enter their internal information into GIMS as a convenience. If a minor is designated, a Graduate Faculty member representative from that minor is needed on the supervisory committee. If two minors are designated, two representatives are needed. Minor representatives must be entered in GIMS.

## SPECIAL APPOINTMENTS

People without Graduate Faculty status may be made official members of a student's supervisory committee through the special appointment process. Appropriate candidates for special appointments include:

- Individuals from outside UF with specific expertise who contribute to a graduate student's program of study.
- Tenure-track faculty not yet qualified for Graduate Faculty status.
- Non-tenure-track faculty or staff at UF who do not qualify for Graduate Faculty status.

## EXTERNAL MEMBER

- Represents the interests of the Graduate School and UF.
- Knows Graduate Council policies.
- Serves as an advocate for the student at doctoral committee activities.

## MINOR MEMBER

The Graduate Faculty member who represents a minor on a student's committee may be appointed as the external member if he/she does not have a courtesy graduate appointment in the student's major academic unit.

## CO-CHAIR

To substitute for the chair of the committee at any examinations, the co-chair must be in the same academic unit as the candidate.

## RETIRED FACULTY

Graduate Faculty members who retire may continue their service on supervisory committees for 1 year. With approval of the academic unit, retired faculty may continue serving on existing or new committees beyond this period.

## SUBSTITUTING MEMBERS AT QUALIFYING AND FINAL EXAMINATION

If a supervisory committee member cannot be present at the student's final defense, a Graduate Faculty member in the same academic area may substitute for the absent committee member. The substitute should sign the Final Examination form on the left side, in the space provided for committee members, noting the name of the absent member.

No substitutes are allowed for the chair or external member of the committee.

## SELECTION AND ENTRY PROCESS

Committee members for a student are entered via GIMS. Academic unit staff members may log in to GIMS, access an individual student's record, and update the student's committee, including the nomination of any special members.

If you need additional assistance, contact the Graduate School at [graddata@ufl.edu](mailto:graddata@ufl.edu).