

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT POLICY

Appointments to Graduate Examination Committees

Master's

Final Exam Committee

- **All members** must have an earned doctorate or equivalent in an appropriate field and be individually approved according to the college's review process and criteria.
 - One member must be outside of student's graduate program area.
 - No member may have a nonacademic relationship with student or be working toward a degree at the University (including faculty working toward an additional degree). A nonacademic relationship includes that which is personal or financial that might create a conflict of interest.
- **Advisers** must be approved by the dean or designee. They must be a member of the faculty (including adjunct) or academic professional staff who were simultaneously active with the student. If both the student and faculty member agree in writing then either Emeritus faculty or faculty who subsequently departed from the university may continue in role of adviser when serving that role previous to departure. Emeritus faculty must be appointed as adjunct faculty in order to serve as adviser for students who were not advisees at the time of departure.
- **Other members** must be an approved member of the faculty (including Emeritus or adjunct) or approved (outside) expert.
- **Exceptions** may be requested in writing for approval by the dean or designee for the following:
 - Interim approval for a committee member who does not "hold an earned doctorate or equivalent in an appropriate field" or has yet to "be individually approved according to the college's review process and criteria."

Doctoral

Preliminary Oral Examination Committee

- **All members** must have an earned doctorate or equivalent in an appropriate field and be individually approved according to the college's review process and criteria.
 - One member must be outside of student's graduate program area.
 - No member may have a nonacademic relationship with student or be working toward a degree at the University (including faculty working toward an additional degree). A nonacademic relationship includes that which is personal or financial that might create a conflict of interest.
- **Advisers** must be approved by the director of graduate studies and the dean, or designee. They must be a member of the graduate faculty (including adjunct) who were simultaneously active with the student. If both the student and faculty member agree in writing then either Emeritus faculty or faculty who subsequently departed from the university may continue in role of adviser when serving that role previous to departure.

Emeritus faculty must be appointed as adjunct faculty in order to serve as adviser for students who were not advisees at the time of departure.

- **Chair** may be any member of the committee, which includes either the adviser or co-adviser.
 - Designation as chair is not reviewed or approved by the director of graduate studies, dean, or designee.
- **Other members** must be an approved member of the faculty (including Emeritus or adjunct) or approved (outside) expert.
- **Exceptions** may be requested in writing for approval by the dean or designee for the following:
 - Interim approval for a committee member who does not “hold an earned doctorate or equivalent in an appropriate field” or has yet to “be individually approved according to the college’s review process and criteria.”
 - Approval of an adviser who is not a member of the faculty.

Final Oral Examination Committee

- **All members** must have an earned doctorate or equivalent in an appropriate field and be individually approved according to the college’s review process and criteria.
 - Two members must be tenured or tenured-track. One member must be tenured.
 - One member must be outside of student’s graduate program area.
 - No member may have a nonacademic relationship with student or be working toward a degree at the University (including faculty working toward an additional degree). A nonacademic relationship includes that which is personal or financial that might create a conflict of interest. It would not typically include an internship supervisor, for example.
 - Experts outside of the University, with or without faculty appointments elsewhere, may serve on doctoral final oral examination committees in any role except as adviser or chair. All such appointments must be reviewed individually at the collegiate level according to a review process and criteria specified by the collegiate unit.
- **Advisers** must be approved by the director of graduate studies and the dean or designee. They must be a member of the faculty (including adjunct) who was simultaneously active with the student. If both the student and faculty member agree in writing then either Emeritus faculty or faculty who subsequently departed from the university may serve the adviser.
- **Chair** must be approved by the director of graduate studies and the dean or designee and may not be either the adviser or co-adviser.
- **Other members** must be an approved member of the faculty (including Emeritus or adjunct) or approved (outside) expert.
- **Exceptions** may be requested in writing for approval by the dean or designee for the following:
 - Interim approval for a committee member who does not “hold an earned doctorate or equivalent in an appropriate field” or has yet to “be individually approved according to the college’s review process and criteria.”
 - Approval of an adviser who is not a member of the faculty.