

CTS Thesis Committee Form

Before defending their dissertation proposal, all students must form a thesis committee. This committee will be comprised of a minimum of four members of the University faculty.

- At least one member must hold a primary appointment that is outside of the Department of Population and Quantitative Health Sciences.
- All committee members must: (1) hold the rank of Assistant Professor or above; (2) be tenured, on the tenure-track, or be a full-time faculty member whose primary duties include research and who is authorized to serve on a PhD dissertation committee by the school or college through which they are affiliated with the university; and (3) have relevant content or methodologic expertise.
- The student's primary research mentor will serve on the committee. The student and primary mentor will select a committee chairperson who will ensure that all procedures of the program are followed and that meetings and all interactions between the student and the committee members proceed in a productive and professional manner. The student's primary mentor cannot serve as the chairperson. The Office of Graduate Studies will need to approve the naming of any faculty member as chairperson whose primary appointment is outside of the Department of Population and Quantitative Health Sciences.
- The student will identify and select at least two additional individuals to serve as committee members. Program leadership must approve the makeup of the committee prior to submission of committee members' names to the Office of Graduate Studies for final approval.
- Persons who are not members of the University faculty may serve as *additional* members of the defense committee, subject to approval by the School of Graduate Studies. A petition with the rationale for the request must be submitted to the School of Graduate Studies along with the proposed member's CV. Under special conditions, a former faculty member whose time of leaving the university has not exceeded 18 months may be approved as a committee member by the School of Graduate Studies.

Once a committee has been formed, the student is required to meet with their committee members at least **once per semester** until the final dissertation defense. It is the student's responsibility to arrange said meetings. The purpose of these meetings is to evaluate progress and help students plan their academic and professional trajectories. The student will complete the "PhD COMMITTEE AND STUDENT MEETING FORM" following each full committee meeting.

Student Name: _____ **Date:** _____

Committee Chair: _____ **Signature:** _____

Primary Research Mentor: _____ **Signature:** _____

Member: _____ **Signature:** _____

Member: _____ **Signature:** _____

Additional Member: _____ **Signature:** _____

Approvals:

PhD Director Signature: _____ Date: _____