

# Faculty Appointments

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## Faculty Advisor Appointments

Students must obtain the appointment of an advisor from the major department. The advisor must be a member of the Graduate Faculty and will be appointed by the Dean of the School of Graduate Studies upon the written recommendation of the chairperson, or designate, of the student's major department. The advisor is responsible to the department and to the School of Graduate Studies for the supervision of the student's work.

## Faculty Advisory Committee Appointments

Once the advisor has been assigned, the student and the advisor must decide who will make up the Faculty Advisory Committee. Once the committee members have been selected by the advisor and the student, the appropriate form must be completed and forwarded to the School of Graduate Studies. The School of Graduate Studies must approve all committee appointments.

## Master's Thesis

The student, in consultation with their advisor, must select at least two other graduate faculty members to serve on the committee. Three members including the chair are standard. If the program of study includes a minor, one of the three committee members must be from that respective department. The total number of adjunct and special appointment members may not make up more than half (50%) of the total committee.

## Doctoral Dissertation

The student, in consultation with their advisor, must select all members of the faculty advisory committee. Individual departments may be specific committee guidelines and require more members, however, the School of Graduate Studies requires at least four members on a dissertation committee, including the member at large. The total number of adjunct and special appointment members may not make up more than half (50%) of the total committee.

## Member at Large

The student along with their committee chair will select a committee member from outside the department who will serve as the Member-at-Large. The member-at-large must hold graduate faculty status. The member-at-large serves as a representative of the School of Graduate Studies and thus has the added responsibility of ensuring that the policies and procedures of the School of Graduate Studies are being followed.

## Program Specific Requirements

Doctor of Arts students have the option of a three or five member committee. For five member committees, the students and their advisor will select four of the five committee members for the Faculty Advisory Committee.