

UF College of Pharmacy - Office of Graduate Programs Supervisory Committee Appointment Form

To add a faculty member to your supervisory committee, please obtain all of the following information and signatures, then submit to the Office of Graduate Programs by emailing GraduateStudents@cop.ufl.edu. Any additions or changes made to the committee must be approved by the faculty advisor. Members may be added individually as needed. Once the full committee has been formed, please obtain the department graduate coordinator's signature.

Student Name: _____ UFID: _____
Department: _____ Committee Action: New
 Update

All committee members must hold Graduate Faculty Status at the University of Florida.

Committee Chair (Faculty Advisor):

Name: _____ UFID: _____
Department: _____ Signature: _____

Additional Member:

Name: _____ UFID: _____
Department: _____ Signature: _____

Additional Member:

Name: _____ UFID: _____
Department: _____ Signature: _____

Additional Member:

Name: _____ UFID: _____
Department: _____ Signature: _____

FORMS WITH MISSING INFORMATION OR SIGNATURES WILL NOT BE PROCESSED

All additions or changes to the committee must be approved by your Faculty Advisor:

Faculty Advisor Signature: _____ Date: _____

Does this complete your full supervisory committee? If yes, the Graduate Coordinator's signature is required:

Grad Coordinator Signature: _____ Date: _____

**University of Florida – Graduate School
Supervisory Committee Guidelines**

Timeframe: The supervisor committee should be appointed as soon as possible, but no later than the end of the second term of graduate study.

Duties and responsibilities of the committee include, but are not limited to:

- Inform the student of all regulations governing the degree sought. This does not absolve the student from responsibility for being informed about these regulations.
- Meet immediately after appointment to review the student's qualifications and discuss and approve a program of study.
- Meet to discuss and approve the proposed dissertation project and the plans for carrying it out.
- Assess the student in a yearly evaluation. The chair will be responsible for completing the annual evaluation after consulting with the supervisory committee.
- Conduct the qualifying examination.
- Meet when at least half the work on the dissertation is complete, to review procedure, progress, and expected results; and to make suggestions for completion.
- Meet with the student when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge.
 - The supervisory committee chair or co-chair must be physically present with the candidate for the examination. All other committee members may attend remotely. The committee must approve the dissertation unanimously.

Membership:

All committee members **MUST** hold Graduate Faculty Status at the University of Florida.

PhD Committees should consist of a minimum of four members:

1. the faculty advisor who serves as the committee chair
2. one COP graduate faculty member from the home department
3. one UF graduate faculty member (can be COP but not required)
4. one external graduate faculty member from another UF unit with no ties to the home academic unit

Master's degree thesis committees should consist of two members:

1. the faculty advisor who serves as the committee chair
2. one COP graduate faculty member

Faculty holding joint, affiliate, courtesy, or adjunct appointments in the degree-granting academic unit cannot be external members on a student's committee.

Additional members may be added to a supervisory committee if it is deemed necessary for the student's research.

Special Appointments: in certain cases, an individual without Graduate Faculty status may be nominated to serve on a supervisory committee through a Special Appointment. If approved, this appointment is specific only to that individual student's committee. An individual approved to serve as a Special Appointment may not serve in the role of the committee chair, co-chair, external member, or minor representative. If you would like to explore this option, please contact the COP Office of Graduate Programs at GraduateStudents@cop.ufl.edu for more information.

Minor member: 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. 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.

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

The chair of the student's major academic unit must indicate the reason for the absence and state that the absent member agreed to this substitution at the final examination.

Changes to existing supervisory committee: A student, in consultation with his or her academic unit, may seek changes to an existing supervisory committee. Changes to a student's committee are allowed until midpoint of the term of degree award if the defense has not occurred. No changes are allowed after the defense.

Further information about the supervisory committees can be found on the Graduate Catalog website at www.gradcatalog.ufl.edu