

UNM GRADUATE STUDIES

Student Committees

Faculty Approvals

Graduate Studies must approve all members of student committees prior to their appointment to the committee. Complete the Committee Service Approval form and submit it, together with curriculum vitae when appropriate, to Graduate Studies, and request approval. The Committee Service Approval form should be submitted to Graduate Studies a minimum of two weeks before the student's committee is announced.

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and Graduate Studies) are as follows:

- **Category One:** UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.
- **Category Two:** Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.
- **Category Three:** Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.
- **Category Four:** Others who are considered experts in the field. Role: voting member of the committee.
- **Category Five:** Emeriti/Emerita faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee.
- **Category Six:** After the first year of retirement, Emeriti/Emerita faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

Emeriti Faculty: The department must notify Graduate Studies when a faculty member who is chairing a thesis or dissertation committee retires. If the graduate unit approves, Emeriti/Emerita faculty are allowed to continue to chair existing thesis/dissertation committees for up to one calendar year from the date of their retirement. Once retired, they may not be appointed chair of any new thesis/dissertation committees, but may serve as co-chair. If the student has not completed his/her thesis/dissertation within one year of the chair's retirement, the retired faculty member may continue to serve on the committee as a co-chair or member of the committee. The approval is subject to renewal.

Faculty Resignations: The department must notify Graduate Studies when a faculty member serving on a committee in Category 1 or 3 leaves the university for another position. The graduate unit may submit a Committee Service Approval Form for Categories 2 or 4. In addition, they may serve as co-chair of existing student committees for which they served as chair.

NOTE: All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.