
PhD Committee

When to Use this Form

Use this form to designate faculty members to serve on your PhD committee.

Student Instructions

1. Fill out the student information fields.
2. In consultation with your advisor/major professor, provide the name and department of each member of your proposed committee.
3. If the committee member is to be a chair or co-chair, check the appropriate box under the committee member's name.
4. Deliver the form to your department head.

Departmental Instructions

- 1. The department head must check the appropriate boxes for each proposed member of the committee.**
2. If a proposed committee member will be a chair or co-chair, be sure to check either "Tenure-Track" or "UT Joint Faculty". **If neither apply, the member cannot be a chair or co-chair.**
3. Pay particular attention to proposed committee members for whom a CV is required. Such categories are marked by (*) on the form.
4. The department head should check that the committee is well-formed, according to the guidelines found at tiny.utk.edu/committee-guidelines.
5. The department head should sign where indicated, if they approve the assignments presented in the form, and can confirm that the committee is well-formed.
6. Submit the completed form, and any accompanying CVs to the Graduate School for processing in one of the following ways:
 - Scan the signed form and email it to **gradspec@utk.edu**.
 - Send the form by mail to the Graduate School.
 - Return the form to the student to deliver the form in person to the Graduate School main office.

Rules for PhD Committee

Committee Membership

- The committee must have at least 4 members.
- At least 2 committee members must be UT tenured or tenure-track faculty members.
- At least one committee member must be from outside of the student's department/interdisciplinary program. This external member can be from outside UT.
- UT tenured or tenure-track faculty without a doctoral degree and other experts in the field may serve on PhD committees with department head approval.
- Emeritus faculty can serve on committees on which they are serving in that capacity at the time of retirement.

Requirements for Committee Chairs

- Committee chairs must hold a doctoral degree.
- UT tenured, tenure-track, and joint faculty holding a doctoral degree may chair PhD committees.
- The chair is typically from the student's department/interdisciplinary program, but department heads can make exceptions.
- UT employees holding a non-tenure track assistant professor, associate professor or professor title may co-chair committees if their appointment is within the student's major. (The other co-chair must be a UT tenured, tenure-track or joint faculty member.)
- Emeritus faculty can chair committees on which they are serving in that capacity at the time of retirement.

The policy provides for exceptions to the above, and in the case that exceptions are needed, the department head petitions the Dean of the Graduate School.

PhD Committee

Student Name: _____
Last First Middle

Student ID #: _____ **Email:** _____

Proposed Doctoral Committee

Name (Please Print)	Department	Signature
_____	_____	_____
Chair <input type="checkbox"/> Co-Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/> UT Joint Faculty <input type="checkbox"/>	Dept (Non-Tenure-Track) <input type="checkbox"/> Outside UT* <input type="checkbox"/>
		Non-Departmental <input type="checkbox"/> Other Expert in Field* <input type="checkbox"/>

Name (Please Print)	Department	Signature
_____	_____	_____
Chair <input type="checkbox"/> Co-Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/> UT Joint Faculty <input type="checkbox"/>	Dept (Non-Tenure-Track) <input type="checkbox"/> Outside UT* <input type="checkbox"/>
		Non-Departmental <input type="checkbox"/> Other Expert in Field* <input type="checkbox"/>

Name (Please Print)	Department	Signature
_____	_____	_____
Chair <input type="checkbox"/> Co-Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/> UT Joint Faculty <input type="checkbox"/>	Dept (Non-Tenure-Track) <input type="checkbox"/> Outside UT* <input type="checkbox"/>
		Non-Departmental <input type="checkbox"/> Other Expert in Field* <input type="checkbox"/>

Name (Please Print)	Department	Signature
_____	_____	_____
Chair <input type="checkbox"/> Co-Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/> UT Joint Faculty <input type="checkbox"/>	Dept (Non-Tenure-Track) <input type="checkbox"/> Outside UT* <input type="checkbox"/>
		Non-Departmental <input type="checkbox"/> Other Expert in Field* <input type="checkbox"/>

By signing the statement below, I certify that the proposed committee is well-formed according to the Guidelines for PhD Committee Service (tiny.utk.edu/committee-guidelines).

Department Head _____
Print Name Signature Date

Verified by: _____ **Verified on:** _____