

POLICY CONCERNING UTILIZATION OF NON-CONTRACT PERSONNEL ON GRADUATE COMMITTEES

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Introduction

Normally, the members of the thesis committees for Master of Science candidates and examination committees for Ph.D. candidates are composed of faculty who are members of the departmental graduate faculty. Provisional Graduate Faculty may serve on thesis committees for masters-level students as well as members of doctoral committees, but the chair of the doctoral committee must be a Regular Graduate Faculty member in this department. There are instances in which the composition of the student's committee may be enhanced by the appointment of a qualified scientist who is not associated with this department. The advisability of having such a person on a thesis or doctoral committee may be recognized by the graduate student and/or the major advisor, although an existing committee could make such a recommendation. There are two other ways in which such a person may be appointed to the student's committee:

1. A person duly appointed by the university as an adjunct faculty member in this department who holds Provisional or Regular Graduate Faculty status may serve as a member of the committee or the master of science (Plan I), specialist, or doctoral degrees. The chair of the student committee must be a regular faculty member in this department.
2. An outside person approved by the department Graduate Committee and the Graduate College, on the basis of their qualifications and the need for their membership, may be appointed to full membership on a student committee.

Adjunct Members

Adjunct Provisional or Regular Graduate Faculty members in this department may be appointed as members of graduate student thesis or doctoral committees. Those members are expected to counsel the graduate student on whose committee they serve with respect to the student research project, to read and criticize the thesis or dissertation and to sit as regular voting members on the examining committee. The recommendation for appointment of an adjunct graduate faculty member to a committee must be made with prior mutual agreement between the composition of Ph.D. committees must be approved the adjunct faculty member, the student, and the student's regular departmental graduate advisor. The composition of Ph.D. committees must be approved by the departmental Graduate Committee before it is recommended to the Graduate College.

1. M.S. Committees -- The thesis and/or examining committee for the M.S. normally consists of three faculty members. At least two of these must be regular faculty members in the Department of Biological Sciences. Only one adjunct committee member (whether from another institution or another department at this university) is allowed except by special approval by the departmental Graduate Committee. Non-voting adjunct faculty may be invited to attend the examination at the discretion of the examining committee.
2. Ph.D. Committees -- A Ph.D. dissertation and/or examining committee consists of four or more graduate faculty members in this department plus a Graduate College representative appointed by the graduate dean. At least three members (not counting the Graduate College representative) must be regular BGSU faculty in this department. No more than two adjunct members (either from another institution or another department in this university) are acceptable, except by approval by the departmental Graduate Committee. All Ph.D. dissertation and/or examining committees must be approved by the departmental Graduate Committee before they are recommended to the Graduate College.

3. Co-advisors -- Adjunct graduate faculty members may function as co-advisors for graduate student programs. In that capacity, they may be responsible for assisting in the direction of the student research project. The other co-advisor must be a regular member of the faculty in this department. The chair of the thesis, dissertation and/or examining committee must be a regular faculty member in this department and in the case of doctoral committees must hold regular graduate faculty status. Adjunct graduate faculty may not function as the chair of any graduate student program committee.

Outside Graduate Committee Members

A major advisor, in consultation with his or her student may recommend that a person who is not a member of the graduate faculty in this department be approved as a member of a graduate committee. A limit of one member for a Master of Science or Specialist committee and a maximum of two for a Ph.D. committee may be recommended, in writing, to the department Graduate Committee for approval. The recommendation should include the qualifications of the proposed committee member, and the rationale for the approval of that person to the specific student committee. The recommendation will be forwarded to the Graduate College by the chair of the Graduate Committee if the appointment is approved by the departmental Graduate Committee. The recommendation for approval should designate that the membership would be limited to a particular degree program of a specific student, and the recommendation should indicate that the tenure of the proposed member be limited to the completion of function of the committee with respect to student's degree program.

The outside committee member may not serve as the major advisor for a graduate student and may not substitute for the Graduate College representative on a doctoral committee. The outside member may counsel the graduate student with regard to the student's research project, read and criticize the thesis or dissertation and may sit as a regular voting member on the examining committee.

The recommendation of an outside committee member should carry the sanction of the other proposed members of the student's committee.