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## MEMORANDUM

**To:** Julio Frenk  
University President

**From:** Tomás A. Salerno  
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'TAS'.

**Date:** December 1, 2017

**Subject:** Faculty Senate Legislation #2017-13 (B) – Composition of Dissertation Committee,  
Graduate School

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The Faculty Senate, at its November 29, 2017 meeting, voted to approve the Graduate School's proposal, as amended, to modify the current composition of the dissertation committee. The revised policy will allow the chair (that is, the primary research mentor/advisor) of the dissertation committee to be from outside the student's home department, program or school.

The complete policy is found on the enclosure.

This legislation is sent to you for your action.

TAS/rh

Enclosure

cc: Jeffrey Duerk, Executive Vice President and Provost  
Guillermo Prado, Dean, Graduate School  
All Academic Deans

CAPSULE: Faculty Senate Legislation #2017-13 (B) – Composition of Dissertation  
Committee, Graduate School

**PRESIDENT'S RESPONSE**

APPROVED:  DATE: 12/12/17  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Guillermo Prado

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY  
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_



Revised 12/1/2017

**MEMORANDUM**

DATE: November 17, 2017

TO: Tomas Salerno  
Chair, Faculty Senate

FROM: Guillermo Prado  
Dean, The Graduate School

SUBJECT: Dissertation Committee Composition

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The Graduate School submitted a proposal to modify the current composition of the dissertation committee. The proposal was discussed at the meeting of the Graduate Council on Tuesday, October 17, 2017. Those present were supportive of revising the policy to allow the chair of the dissertation committee to be from outside of the student's home department as long as (a) at least two of the committee members are from the student's home department (not necessarily the chair), (b) the chair of the dissertation committee is a graduate faculty of the University, and (c) the department chairperson or graduate program director approves the student's dissertation committee composition.

*Current wording in 2017-2018 Academic Bulletin:*

The dissertation committee is nominated by the department or program concerned, and appointed by the Graduate Program Director and approved by the Department Chair. The dissertation committee is comprised of at least four members; this includes the committee chair, who shall be a member of the program or department of concentration (this includes secondary appointments), as well as a permanent member of the Graduate Faculty. Of the remaining members, it is also required that two shall be members of the program or department of concentration (this includes secondary appointments), as well as permanent members of the graduate faculty, and one from outside the program or department of concentration.

*Proposed wording:*

The dissertation committee is nominated by the department or program concerned, and appointed by the Graduate Program Director and approved by the Department Chair. The dissertation committee is comprised of a least four members; this includes the committee chair (i.e. the primary research mentor/advisor), who may or may not be from the student's program, department or school (this includes secondary appointments), and must be a permanent member of the Graduate Faculty. Of the remaining members, it is also required that two shall be members of the program or department of concentration (this includes secondary appointments), as well as permanent members of the graduate faculty, and one from outside the program or department of concentration.