

**The University of Texas MD Anderson Cancer Center UTHealth
Graduate School of Biomedical Sciences**

Forming an Advisory Committee

Requirements

- The proposed composition of the Advisory Committee must be submitted to GSBS Academic Affairs and reviewed for approval by the GSBS Academic Standards Committee at its monthly meeting.
- The Advisory Committee consists of at least five members including the student's primary advisor who serves as the committee's chair.
- Breadth of the committee as indicated by the inclusion of one GSBS faculty member whose primary expertise lies outside the student's major discipline of study*.
- The committee must include at least one faculty member with extensive experience on GSBS student committees.
- No more than two members may be non-GSBS faculty. Students should submit an NIH-format biosketch for all proposed members who are not GSBS Faculty.
- All voting members of the Advisory Committee must be faculty members at an academic institution. An individual who is not a faculty member, but could provide expertise relevant to the student's project may serve as a sixth, non-voting member of the committee.
- Members of doctoral student committees must hold a doctoral degree.

Guidelines for a strong advisory committee

In addition to the above requirements, the Academic Standards Committee will weigh other factors to determine if the committee composition is appropriate for the student.

These include:

- Representation of faculty with expertise in the student's major area(s) of research.
- Breadth of the committee as indicated by inclusion of GSBS faculty from outside the student's Department and/or Program.
- Familiarity of the included faculty with the requirements and policies of the GSBS and the student's program.
- Availability of the faculty for regular committee meetings. Students are required to meet with a quorum of the committee (4 members or more) once every six months.

Notes on completing this form

* The phrase "outside major discipline of study" means someone whose training and research experience is in an area that is substantially different from the student's research focus.

In cases where faculty member(s) are unavailable to initial the form, the student may forward, with the form, emails in which the faculty member(s) indicate willingness to serve on the committee. The email and form should be forwarded together to: gsbs.reports@uth.tmc.edu.

Current faculty program affiliations can be found using the Faculty Directory of the GSBS website.

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Proposed Advisory Committee *(Please Type)*

Name of Student:

Date submitted:

Degree Program: PhD MD/PhD

MS SMS

Program Affiliation:

GSBS member
outside student's major discipline:

Description of student's research focus:

Title of research project:

a) Name, Degree b) Dept. & Institutional Affiliation & Position c) Membership in GSBS Faculty (yes or no) d) Program Affiliation(s)	hand-written Initials*	Area of Expertise (description)
Chair (Research Advisor) 1. a) b) c) Membership in GSBS Faculty: Yes No d)		
2. a) b) c) Membership in GSBS Faculty: Yes No d)		
3. a) b) c) Membership in GSBS Faculty: Yes No d)		
4. a) b) c) Membership in GSBS Faculty: Yes No d)		
5. a) b) c) Membership in GSBS Faculty: Yes No d)		

*Initials indicate willingness to serve on student's committee Student may provide email from faculty member in lieu of initials.

Approved:

Program Director (must sign before submission to GSBS)

Date

Associate Dean for Graduate Education (will sign after submission to GSBS)

Date

Chair, Academic Standards Committee (will sign after ASC meeting)

Date

Return to Office of Academic Affairs at gsbs.reports@uth.tmc.edu

04/18/2021