

## **MCB Doctoral Supervisory Committee**

The Supervisory Committee must have a minimum of five members constitutes as follows:.

**One** Chair, e.g., the student's PI

**Two** MCB faculty members

**One** non-MCB member (or another MCB faculty member)

**One** Graduate School Representative (GSR). The student chooses the GSR. The GSR cannot (a) be in the same department as the chair, (b) have an adjunct appointment in the same department as the chair or (c ) be an affiliate faculty member.

The GSR is a voting member of the committee. The GSR must attest to the validity of examinations (General Exam and Final Exam), indicating approval of the process by which examinations were conducted. This is done by signing the warrant and by submitting a standardized report on the examination process to the Dean of the Graduate School. The Graduate School will provide the required forms.

### **How to determine if a faculty member can be a GSR**

The Graduate Faculty Locator identifies the appointments that each faculty member has. This will help determine who can be on your committee and who can serve as the GSR.

The Graduate Faculty Locator can be found on the Graduate School home page:

<http://www.grad.washington.edu/>

Once you are at the Graduate School home page, you will go to the *Resources for Faculty, Staff and Departments*. From that list, you can link to the Graduate Faculty Locator. At this point choose the first link: *Find Graduate Faculty by Name*. You will then type in the name of the faculty member. The results of the search will appear and give you detailed information about the faculty member's appointment status.

Remember the GSR cannot be in the same department as the Supervisory Committee Chair, have an adjunct appointment in the same department as the Chair, nor be an affiliate faculty member.

Once the members of the Supervisory Committee have been chosen, email MaryEllin Robinson ([maryell@u.washington.edu](mailto:maryell@u.washington.edu)) the names of the committee members including: name, department and email address. Be sure to identify the Chair and the GSR of your Supervisory Committee. These names will be submitted to the Graduate School by MaryEllin.