



UNIVERSITY OF MARYLAND, COLLEGE PARK
The Office of the Registrar



NOMINATION OF THESIS OR DISSERTATION COMMITTEE

Important Deadlines: The Thesis and Dissertation Committee must be submitted to the Office of the Registrar at least 6 weeks prior to the scheduled date for the oral examination, and before the established deadline dates.

Date: _____

Student ID Number grid

Student ID Number

Print Full Name (Last, First, Middle)

Graduate Program grid

Graduate Program

Address

Degree Sought: _____

City, State, ZIP

Email Address

(Area Code) Telephone

Title of Thesis or Dissertation: _____

Are Human Subjects involved in the research? [] Yes [] No (If yes, please attach a copy of the approval from University Institutional Review Board [IRB])

Are vertebrate species (birds, mammals, fish, etc.) involved in this research? [] Yes [] No (If yes, please attach the UMCP Animal Care and Use Committee (UMCP-ACUC) form, showing protocol number and approval date)

Does this research involve hazardous materials either biological, chemical or recombinant RNA/DNA? [] Yes [] No (If yes, please attach appropriate approvals)

Expected Oral Examination Date _____ (Please note that an oral examination may not be held until the Graduate School approves the recommended committee)

List all nominees on the table provided on the reverse of this form.

Is this a [] New Committee [] Revised Committee?

If this is a revised committee, did the original committee ever meet? [] Yes [] No (If yes, please explain using a separate sheet) If the candidate failed before the original committee, please attach a letter of explanation from the Director of Graduate Studies.

Advisor (Print Name then Sign) _____ Date _____

Telephone extension and Email Address _____

Director of Graduate Program (Print Name then Sign) _____ Date _____

Telephone extension and Email Address _____

For the Registrar or Designee _____

Date _____

Note: Nomination for Graduate Faculty Members forms are available online at http://www.vprgs.umd.edu/gss/forms

Please return this form to:

The Office of the Registrar
1113 Mitchell Building • University of Maryland
College Park, Maryland 20742-5121
301 314 8240
FAX: 301 for314 9568

Nominated Committee

Name and Rank (or Title)	Program/Department/Place of Employment	GEMS Use Only
Chair:		
Dean's Representative (Doctoral Committees Only):		

The Master's Thesis Examination Committee:

The Committee must consist of a minimum of three members, at least two of whom must be Regular Members of the UMCP Graduate Faculty, who are on tenured or tenure-track appointments. The Chair of the Committee is the student's advisor, who must be a Regular or Adjunct Member of the Graduate Faculty, or, by special permission, has been appointed by the Dean of the Graduate School. Each member of the Committee must be a member of the Graduate Faculty of UMCP. Upon nomination by the Director of the Graduate Program and approval by the Dean of Graduate School, individuals who have been approved for Special membership in the Graduate Faculty may serve on Thesis Examining Committees. These individuals serve in addition to the two required Regular Members. To nominate a Special Member to serve, submit the nominee's curriculum vitae, a nomination form, and a letter of support from the Director of the Graduate Program. Graduate faculty who terminate employment at UMCP (and who do not have emeritus status) retain their status as members of the Graduate Faculty for twelve months, and during that time may serve as members and chairs of Thesis Examining Committees. If granted Special Member status, however, they may serve as co-chair. Professors Emeriti and Emeritae may serve on Thesis Examining Committees if they have retained their membership in the Graduate Faculty.

The Doctoral Defense Committee:

The Committee must consist of a minimum of five members, at least three of whom must be Regular Members of the UMCP Graduate Faculty who are on tenured or tenure-track appointments. Each Dissertation Examining Committee will have a chair, who must be a Regular Member of Graduate Faculty, or, by special permission, has been appointed by the Dean of the Graduate School. Each Dissertation Examining Committee must also have appointed to it a representative of the Dean of the Graduate School. The Dean's Representative should have some background or interest related to the student's research; be from a department other than the students'; and must be a tenured Member of the Graduate Faculty. Each member of the Committee must be a member of the Graduate Faculty of UMCP. Upon nomination by the Director of the Graduate Program and approval by the Dean of the Graduate School, individuals serve in addition to the three required Regular Members. To nominate a Special Member to serve, submit the nominee's curriculum vitae, a nomination form, and a letter of support from the Director of Graduate Studies. Graduate Faculty who terminate employment at UMCP (and who do not have emeritus status) retain their status as members of the Graduate Faculty for twelve months, and during that time may serve as members and chairs of Dissertation Examining Committees, but not as the Dean's Representative. If granted Special Member Status, however, they may serve as co-chairs. Professors Emeriti and Emeritae may serve on the Dissertation Examining Committees if they have retained their membership in the Graduate Faculty.

Graduate Faculty Categories

In general, Regular Members are faculty who are tenured or on tenure-track appointments. Adjunct Faculty includes the many scholars on campus in research appointments; as visiting, adjunct or affiliated professors who may appropriately serve on thesis or dissertation committees. The Special membership category recognizes outstanding scholars, including many at government agencies in the area, who may not have any official affiliation with the campus but whom UMCP welcomes to participate on thesis and dissertation committees. Special members are given a renewable two-year appointment to serve on committees.