

## Guidelines for Appointment of Candidacy (comprehensive) Committee

**Doctoral and MFA Comprehensive Exam Committees:** The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by the Office of Graduate Studies – HOWEVER, in the Physics and Astronomy Department handbook, **you must have a 4<sup>th</sup> member assigned by the Graduate Committee chair.**

1. *Two* members must be Category 1 OR *one* member can be Category 1 and *one* member may be Category 3 if his/her appointment is within the student's major.
2. The chair of the exam committee must be Category 1, 5 or 3, if his/her appointment is within the student's major.
3. The third member can be any Category (1-6).
4. A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major.

No more than one voting member can be in Category 4. Departments can impose a more restrictive structure for exam committees.

**Category One:** UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.

**Category Two:** Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee. CV required.

**Category Three:** Individuals (not tenured/tenure track) whose primary employer is UNM and who hold the titles of **research** professor, **research** associate professor, **research** assistant professor; **clinician educators** with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: co-chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.

**Category Four:** Others who are considered experts in the field. Role: voting member of the committee. CV required.

**Category Five:** Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired. Role: Chair, co-chair, or voting member of the committee

**Category Six:** After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee

The Announcement of Exam must be submitted to Graduate Studies a **minimum** of two weeks before the scheduled date of the examination accessed via the Graduate Studies website at: <http://grad.unm.edu/resources/gs-forms/announcement-examination.html>