

Research Committee Guidelines

PhD research committees are required to have a minimum of four members.

Chair:

- Must be faculty from the major department
- Must be on the IU Graduate Faculty List with endorsement to direct doctoral dissertations

Two or more members from the major department:

- Must be on the IU Graduate Faculty List (one of the two must be endorsed)
- Outside member (someone with no ties to IU) can serve as a 5th member (not one of the minimum four and cannot serve as chair)
- Non-tenure track faculty or other appointees such as adjunct, instructors and research-track faculty must obtain approval using the Graduate Faculty/Limited Status Request form (see below).
 - Cannot serve as chair
 - Internal adjunct faculty can be one of the minimum four members
 - External adjunct faculty can serve as a 5th member (not one of the minimum four)
- Emeritus faculty
 - If a committee member retires while on a committee, they may continue to serve, however they may not serve as chair. They can serve as a co-chair with another member who is onsite.
 - They can serve as one of the four committee members
- Limited Status faculty – requires approval using the Graduate Faculty/Limited Status Request form (see below)
 - Cannot serve as chair
 - Can serve as a 5th member (not one of the minimum four)

Minor Rep:

- Must be from the minor department
- If more than one minor, a minor rep is required from each minor department
- Must be on the IU Graduate Faculty List

Details about **Membership to Graduate Faculty** can be found at (<https://graduate.iupui.edu/faculty-staff/membership.html>) and includes how to nominate, add endorsement and provides the link to the **GRADUATE FACULTY/LIMITED STATUS REQUEST FORM** which is used to:

- Request graduate faculty status
- Add endorsement
- Request limited status
- Obtain outside member approval