

# 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 5<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> 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

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Details about **Membership to Graduate Faculty** can be found at (<http://graduate.iupui.edu/faculty-staff/membership.shtml>) 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