

**The University of Texas MD Anderson Cancer Center UTHealth  
Graduate School of Biomedical Sciences**

**Forming an Advisory Committee**

**Requirements**

- The proposed composition of the Advisory Committee must be submitted to GSBS Academic Affairs and reviewed for approval by the GSBS Academic Standards Committee at its monthly meeting.
- The Advisory Committee consists of at least five members including the student's primary advisor who serves as the committee's chair.
- No more than two members may be non-GSBS faculty. Students should submit an NIH-format biosketch for all proposed members who are not GSBS Faculty.
- The committee must include at least one faculty member with extensive experience on GSBS student committees.
- All voting members of the Advisory Committee must be faculty members at an academic institution. An individual who is not a faculty member but could provide expertise relevant to the student's project may serve, but only as a sixth, non-voting member of the committee.
- Members of doctoral student committees must hold a doctoral degree.

**Guidelines for a strong advisory committee**

In addition to the above requirements, the Academic Standards Committee will weigh other factors to determine if the committee composition is appropriate for the student.

These include:

- Representation of faculty with expertise in the student's major area(s) of research.
- Breadth of the committee as indicated by the inclusion of faculty whose primary expertise lies outside the student's major area of research.
- Breadth of the committee as indicated by inclusion of GSBS faculty from outside the student's Department and/or Program.
- Familiarity of the included faculty with the requirements and policies of the GSBS and the student's program.
- Availability of the faculty for regular committee meetings. Students are required to meet with a quorum of the committee (4 members or more) once every six months.

**Notes on completing this form:**

In cases where a faculty member is unavailable to initial the form, the student may forward an email to GSBS in which the faculty member indicates willingness to serve on the committee. The email should be forwarded to [lourdes.v.perez@uth.tmc.edu](mailto:lourdes.v.perez@uth.tmc.edu).

Effective June 1st, 2017 only post-reshaping program affiliations of GSBS faculty should be entered on the Proposed Advisory Committee Form on the following page. Current faculty program affiliations can be found using the Faculty Directory of the GSBS website.

## Proposed Advisory Committee (Please Type)

Name of Student:

Date submitted:

Degree Program:  Ph.D.  M.D./Ph.D.

M.S.  S.M.S.

Program Affiliation:

Member outside major discipline:

Description of student's research interests:

a) Name, Degree b) Dept & Institutional Affiliation & Position c) Membership in the GSBS Faculty (yes or no) d) Program Affiliation(s) (list only <b>post-reshaping</b> programs)	Hand-written initials*	Area of Expertise (key words)
<b>Chair (Research Advisor)</b>		
1. a) b) c) Membership in GSBS Faculty: <input type="checkbox"/> Yes <input type="checkbox"/> No d)		
2. a) b) c) Membership in GSBS Faculty: <input type="checkbox"/> Yes <input type="checkbox"/> No d)		
3. a) b) c) Membership in GSBS Faculty: <input type="checkbox"/> Yes <input type="checkbox"/> No d)		
4. a) b) c) Membership in GSBS Faculty: <input type="checkbox"/> Yes <input type="checkbox"/> No d)		
5. a) b) c) Membership in GSBS Faculty: <input type="checkbox"/> Yes <input type="checkbox"/> No d)		

\*Initials indicate willingness to serve on student's committee. Student may provide an email from faculty member in lieu of initials.

**Approved:**

\_\_\_\_\_

Program Director

\_\_\_\_\_

Date

\_\_\_\_\_

Associate Dean for Graduate Education (will sign after submission to GSBS)

\_\_\_\_\_

Date

\_\_\_\_\_

Chair, Academic Standards Committee (will sign after ASC meeting)

\_\_\_\_\_

Date

Return to Office of Academic Affairs, GSBS, BSRB 3.8344 or email to Bunny Perez ([lourdes.v.perez@uth.tmc.edu](mailto:lourdes.v.perez@uth.tmc.edu))