

**The University of Texas MD Anderson Cancer Center
UTHealth Houston 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. **A sixth committee member is optional.**
- Breadth of the committee as indicated by the inclusion of one GSBS faculty member whose primary expertise lies outside the student's major discipline of study*.
- The committee must include at least one faculty member with extensive experience on GSBS student committees.
- **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.**
- 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 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 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 (4/5 members; 5/6 members or more) once every six months. The student and advisory committee chair **must meet in person** however, hybrid meeting options (in-person and online) are permissible for other committee members.

Notes on completing this form

* The phrase "outside major discipline of study" means someone whose training and research experience is in an area that is substantially different from the student's research focus.

In cases where faculty member(s) are unavailable to initial the form, the student may forward, with the form, emails in which the faculty member(s) indicate willingness to serve on the committee. The email and form should be forwarded together to: gsbs.reports@uth.tmc.edu.

Faculty position refers to the faculty's professorship title: Assistant Professor, Associate Professor etc.

Current faculty program affiliations can be found using the Faculty Directory of the GSBS website.

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Proposed Advisory Committee *(Please Type)*

Name of Student: _____ Date submitted: _____

Degree Program: ☐ PhD ☐ MD/PhD ☐ MS ☐ SMS

Program Affiliation: _____ GSBS member
outside student's major discipline: _____

Description of student's research focus: _____

Title of research project: _____

a) Name, Degree b) Dept. & Institutional Affiliation & Faculty Position c) Membership in GSBS Faculty (yes or *no) d) Program Affiliation(s)	Faculty must affix Initials**	Area of Expertise (description)
Chair (Research Advisor)		
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)		
6. a) b) c) Membership in GSBS Faculty: <input type="checkbox"/> Yes <input type="checkbox"/> No d)		

***Students should submit an NIH-format biosketch for all proposed members who are not GSBS Faculty**

****Initials indicate a willingness to serve on the student advisory committee. Students may provide email approvals from faculty member in lieu of initials. Email approvals must be bundled into one email for submission.**

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Proposed Advisory Committee *(Please Type)*

Approved:

Program Director (must sign before submission to GSBS)

Date

Associate Dean for Academic Affairs (will sign after submission to GSBS)

Date

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

Date

Return to Office of Academic Affairs at gsbs.reports@uth.tmc.edu

07/2025