

How to set up a Dissertation (PhD) advisory committee:

1. All HSC PhD programs currently require a minimum of 5 members. These members should be able to help the student and you crucially evaluate their research and the student's progress toward the degree. Discourage the student from adding more people formally to the committee as it will be too hard to schedule meetings. You can have him/her to invite faculty with specific expertise to individual meetings to help with the review of the data.
2. The majority must be have full graduate faculty membership – the list can be found here for HSC faculty:
<http://www.hsc.wvu.edu/resoff/graduate-education/faculty-resources/graduate-faculty-status/>
and here for all WVU faculty (although this list is not yet complete):
<http://graduate.wvu.edu/faculty-staff/graduate-faculty-information/list-of-members>
3. The graduate faculty status that a faculty member has in his/her home department is honored for committee service throughout the University (i.e., the faculty member does not need to be reapproved by HSC).
4. One member must be from a program outside of the student's program. This helps the student learn to speak to a mixed audience.
5. One member can be from another University provided he/she is an active scientist.
6. Chair of the committee must have full graduate faculty. Committees can have co-chairs and only one of the co-chairs must have full graduate faculty status. The presence of the advisor on the committee and as chair varies by program. Consult your program handbook for these details.
7. After the committee is formed, if a member's status is downgraded, the student does not need to change the composition of the committee.
8. All committees must be approved by the program director, dean of the school (or designee) and the Assistant Vice President for Graduate Education at the HSC. Additions and removals to the committee must be approved by the member being added or deleted, and the program director, dean, and Assistant Vice President for Graduate education.

Special note for mentors at NIOSH:

- NIOSH investigators cannot have full graduate faculty status because they are not full time WVU employees (adjunct does not count).
- A NIOSH mentor can be the primary advisor/mentor of a student and can be a co-chair of your committee, if allowed by that program (see point 6 above).

- Be careful when adding additional investigators from NIOSH to a committee so that the metrics in point 2 above are still met. Use the ad hoc method to include additional expertise at meetings.

How to set up a Thesis (MS) advisory committee:

1. Minimum of 3 members; if the student is changing from the PhD to the MS degree, the committee can remain the same or one or two members can be dropped.
2. The majority must be have full graduate faculty membership – the list can be found here for HSC faculty:

<http://www.hsc.wvu.edu/resoff/graduate-education/faculty-resources/graduate-faculty-status/>

and here for all WVU faculty (although this list is not yet complete):

<http://graduate.wvu.edu/faculty-staff/graduate-faculty-information/list-of-members>

3. The graduate faculty status that a faculty member has in his/her home department is honored for committee service throughout the University (i.e., the faculty member does not need to be reapproved by HSC).
4. One member can be from another University provided he/she is an active scientist.
5. Chair (co-chair) of the committee is your thesis advisor (except NIOSH)
6. All committees must be approved by the program director, dean of the school (or their designee) and the Assistant Vice President for Graduate Education at the HSC. Additions and removals to the committee must be approved by the member being added or deleted, and the program director, dean, and Assistant Vice President for Graduate education.

Special note for students at NIOSH:

- NIOSH investigators cannot have full graduate faculty status because they are not full time WVU employees (adjunct does not count).
- A NIOSH mentor can be the primary advisor/mentor of a student and can be a co-chair of your committee, if allowed by that program (see point 6 above).
- Be careful when adding additional investigators from NIOSH to a committee so that the metrics in point 2 above are still met. Use the ad hoc method to include additional expertise at meetings.