



## Doctoral Student Initial 3-Person Advisory Committee

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### *Policy Statement*

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In order to provide important support of the student-advisor relationship and to insure that all doctoral students are adequately prepared to advance in the program, starting August 2016 all doctoral students will have a 3-person committee established early in each student's first semester in the program. Details are described below, which include a checklist to guide the discussion of the meetings held with students. Early in their first year, students should discuss with their primary advisor the formation of the 3-person committee, which consists of: the advisor and two additional faculty members, except those who are members of the research lab of the primary advisor.

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### *Audience*

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Any faculty member who serves as the primary mentor for a doctoral student.

Any faculty member who is willing to serve on the 3 person committee for a doctoral student.

All doctoral students.

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### *Purpose*

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The purpose of the committee is to review the progress of the student in terms of coursework, research, and the advisor-student relationship. Thus, this is not a dissertation committee nor is it a committee designed for intellectual research mentorship per se. The committee will meet each year until the formation of the dissertation committee at which point this 3-person committee will disband. **This meeting will occur at the end of the 2nd semester after grades are posted in the period of May-June, with the meeting held in conjunction with the IDP meeting. The attached document and the IDP will both be due by June 30 of each year. The committee may meet more frequently, as needed, including an optional Fall meeting if desired.**

Each of these 3-person committee meetings will include the following minimal structure: 1) a few minutes of discussion for the 3-person committee; 2) a few minutes of discussion with the student and all members of the committee; and 3) a few minutes of discussion with the two faculty committee members and the student without the student's advisor. Of course, additional time may be needed if there is reason for such a discussion.

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### ***Roles and Responsibilities***

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Each entering PhD student and his or her mentor/advisor must set up a 3-person advisory committee to follow the student's progress through the first 3 years of doctoral studies, or before the dissertation committee is formed (whichever comes first). At each annual meeting, the Advisory Committee will assess whether the student is progressing well in coursework, research, and student-PI relationship.

Concerns should be documented in writing in order to retain the "memory" of the committee as something to keep an eye on. If a serious concern exists, the committee could meet more often, introduce a mediator, and/or suggest another mentor. If student's progress or mentor's involvement is not satisfactory, the student will be presented with defined milestones and benchmarks to be clearly met to mark progress.

***Please complete the standard PhD Advisory Committee form for each meeting. The PI should distribute comments to committee through email as an electronic record.***

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### ***Related Regulations or Policies***

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List any applicable or related department, school or university policies.

- Graduate School Handbook

**Effective Date:** August 2016

**Last Reviewed:** 2/1/2016

**Appendix:** PhD Advisory Committee Meeting Guidelines and Report Form

## **PhD Advisory Committee Meeting Guidelines and Report Form**

Date of Meeting:

Student:

Circle: Year of PhD training:    1    2    3    4

The Student should lead discussion & answer questions with the PI commenting only as necessary.

- 1) Discuss classes taken, grades, and plans of what to take during the first two years? Yes/No
  
- 2) Discuss scientific research progress to date and plans for projects? Yes/No
  
- 3) Discuss publication plans (first/middle author and reviews)? Yes/No
  
- 4) Plan for next 3 person committee meeting- choose month/year for next meeting. Yes/No
  
- 5) Have the PI step out of the room so that the student can make confidential comments.
  
- 6) Have the student step out of the room so that the PI can make confidential comments.

***Please add questions, concerns, and comments below:***