

UF/IFAS Department of Wildlife Ecology & Conservation Appointment of Supervisory Committee Form

Please print clearly:

Name: _____ Date: _____
UF ID: _____ Phone: _____
Degree: _____ Major: _____
Minor: _____ (if applicable)

By signing this form, I agree to serve on the above student's Supervisory Committee:

Chair: _____
Name Faculty Signature UFID# Department - WEC Core or COOP Faculty only

Co-Chair: _____
(Optional) Name Faculty Signature UFID# Department - WEC Core or COOP Faculty only

Member: _____
Name Faculty Signature UFID# Department – UF Graduate Faculty

Member: _____
Name Faculty Signature UFID# Department – UF Graduate Faculty

Member: _____
Name Faculty Signature UFID# Department – UF Graduate Faculty

Member: _____
Name Faculty Signature UFID# Department – UF Graduate Faculty

Member: _____
Name Faculty Signature UFID# Special Appointment

Member: _____
Name Faculty Signature UFID# Special Appointment

Required for Ph.D. Committees, External Member may not be a Special Appointment.

External Member: _____
Name Faculty Signature UFID# Department – UF Graduate Faculty

Required for a Minor, if earning a minor, you must have a Committee Member from the Minor Department.

Minor Member: _____
Name Faculty Signature UFID# Department – UF Graduate Faculty

Please return this form to
WEC Student Services (102 Newins-Ziegler Hall) for your Supervisory Committee to be appointed and
uploaded to your Graduate School record (GIMS).

Tips for Selection of a WEC Supervisory Committee

Your WEC Supervisory Committee should be appointed as soon as possible during your graduate study program. As your program evolves, it is imperative that all Committee Members be kept abreast of and have input into any changes from your original plan of study, as defined on your WEC Form-2 Proposed Schedule of Courses. General and degree-specific rules follow for the selection of your WEC Supervisory Committee.

GENERAL RULES FOR WEC MS-thesis and PHD COMMITTEES

WEC Committee Chairs and Co-Chairs

Every WEC graduate student has a WEC Graduate Faculty Advisor who is the Chair of the student's Supervisory Committee. Co-Chairs are optional, not required, for WEC MS-thesis and doctoral students. If desired, your Co-Chair may be a graduate faculty member from another UF department, but only Co-Chairs from the WEC graduate faculty may substitute for your Chair at the time of your final exam, qualifying exam (if you're a doctoral student), and your thesis or dissertation defense. Chairs must be physically present with you in the same location during these graduate milestone events. Co-Chairs may participate remotely during these same events, unless they substitute for your Chair, in which case the Co-Chair must be physically present with you in the same location.

WEC Special Appointments

Your Chair may petition the UF Graduate School for an individual with special qualifications, but not holding UF graduate faculty status, to serve on your Supervisory Committee. Generally speaking, this individual represents a special knowledge base or expertise not found among UF graduate faculty. Because of this, **special members cannot be substituted at the time of your final exam, qualifying exam (if you're a doctoral student), and your thesis or dissertation defense.** It's your responsibility to make your Special Member aware of this UF Graduate School policy. Special Members must participate in all of your graduate student milestone events; they may participate remotely, using technology such as Skype.

To request a special appointment, your Chair must submit a substantial paragraph or two of justification to WEC Student Services, along with the individual's current curriculum vitae (CV). You must also obtain a UFID number from WEC Fiscal Services, if the individual does not have one already.

Using your Chair's justification, the individual's CV, and UFID, WEC Student Services will make the petition request to the UF Graduate School for you and notify you of their decision.

Note: Doctoral students may use a Special Member as the fifth or more members of their committee; MS students may use a Special Member as the third or more committee members. Special Members cannot replace the four UF graduate faculty members required for a doctoral committee or the two UF graduate faculty members required for an MS thesis committee by the Graduate School. WEC will allow you to use them as the fifth (WEC-required) or more member of a WEC doctoral committee or the third (WEC-required) or more member of the WEC MS committee. See the WEC Graduate Handbook for additional information.

Making Changes to a WEC Supervisory Committee

Once established, your Supervisory Committee should not change except under unusual circumstances, such as a major change in your research focus. In WEC, follow this process to request a change in Committee membership, excluding a change in your Committee Chair:

1. In an email to the WEC Department Chair, with a cc: WEC Student Services, summarize the change in committee membership and/or role you wish to make. Be sure you first discussed these changes with the resigning and replacement members. With the WEC Chair's approval, the update will be made, and the Graduate School will be notified of the change.

RULES SPECIFIC to a WEC MS-thesis Committee

Because of the short duration of an MS thesis degree program, **the Graduate School requires an MS thesis Committee to be formed as soon as possible and no later than the second semester of graduate study.**

A WEC MS-thesis Supervisory Committee consists of a **minimum of three (3)** UF graduate faculty members; this is a Departmental requirement beyond the Graduate School's minimum membership requirement of (2) two members. At least one member must be WEC "Core or COOP" faculty and serve as your Chair. The other two members may be UF graduate faculty from WEC or any other UF department; a Special Member may be appointed in place of only one of these remaining two additional UF graduate faculty members.

If desired, a student may appoint more than three members to their MS committee, but keep in mind it will be very challenging to schedule your final exam and thesis defense with a large group of faculty and special appointments. However, if you choose to appoint more than three members to your MS-thesis committee, these additional members may be either UF faculty, from WEC or another Department, or Special Appointments.

Students with a Minor (optional) in another Department must have a graduate faculty member from that Department on the committee.

RULES SPECIFIC to a WEC Ph.D. Committee

Because much of the course work for a doctoral degree is taken early in the student's program, **the Graduate School requires doctoral students to form their committee by the end of the student's second semester of equivalent full-time study.** The Committee's responsibility is to aid the student in planning and facilitating their graduate program goals. This process involves: 1) evaluating past education, 2) determining academic deficiencies, 3) selecting coursework designed to alleviate such deficiencies, 4) conducting the appropriate examinations, and 5) developing and conducting the dissertation research. The student should work closely with all members of the Committee through all aspects of their program.

A WEC Ph.D. Supervisory Committee consists of a **minimum of four (4)** UF graduate faculty members.

1. At least two members, including the Chair must be WEC "Core or COOP" faculty.
2. At least one member from another UF Department must serve as the External Member on the committee; the External cannot be a Special Appointment or hold a graduate faculty appointment in WEC. Faculty members holding joint, affiliate, courtesy, special, adjunct, or complementary appointments with WEC may **not** serve as External Member, per UF graduate policy. The External Member serves as the student's advocate with regard to UF graduate policy and procedures and must participate in the student's graduate milestone events.
3. Most WEC Ph.D. committees do not exceed four members, as it can be **extremely** challenging to schedule your graduate milestone events, such as your qualifying and final examinations, with large numbers of faculty members and special appointments. However, if you choose to appoint more than four members to your Ph.D. committee, these additional members may be either UF faculty (from WEC or another Department) or Special Appointments. A Special Appointment member does not count toward the minimum of four (4) UF graduate faculty members.
4. Students with one or more minors (optional) must have a UF graduate faculty member from each respective minor Department on their Committee.