

August 6, 2012

DEPARTMENT CHAIRS & PROGRAM DIRECTORS

SUBJECT: Clarification of Requirements for Ph.D. Doctoral Committee Membership

During the course of the 2011-2012 academic year, the Graduate Council has reviewed and discussed the requirements for Ph.D. doctoral committees as stated in [Senate Regulation 715, Requirements for the Ph.D. Degree at San Diego](#). SR 715(D) states:

A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department. [Am 10/26/93]

Clarification of Senate Regulation 715's Requirements for Ph.D. Doctoral Committee Membership

Senate Regulation 715(D) is intended to ensure that a diversity of academic perspectives are represented on doctoral committees, and the Regulation recognizes that this diversity may exist within departments or programs as well as outside of them. As a result, the Council would like to clarify that either of the following Ph.D. doctoral committee compositions are in compliance with Regulation 715:

1. Four members from the student's department and one tenured or emeritus member from outside the student's department, as long as two members' academic specialties differ from the student's (i.e., a 4+1 committee).
2. Three members from the student's department and two members from outside the student's department, including one tenured or emeritus outside member, as long as two members' academic specialties differ from the student's (i.e., a 3+2 committee).

Effective Immediately: Departments and graduate programs proposing 4+1 committees are no longer required to request an exception from the Office of Graduate Studies or the Graduate Council. The Office of Graduate Studies has been instructed by the Council to accept Appointment of the Doctoral Committee forms listing a 4+1 committee composition.

The current campus practice requires that departments compose 3+2 committees, unless a department was granted an exception. By clarifying that departments and graduate programs have the flexibility to compose either 4+1 or 3+2 committees, the Council believes that it will enable our doctoral students to benefit from the wide array of expertise that exists both within and outside of their departments. UC San Diego is renowned for its interdisciplinary training, and the Council affirms its support for doctoral committees that exemplify this reputation.

Revisions to the Appointment of the Doctoral Committee Form

The Council worked with the Office of Graduate Studies (OGS) to revise the Appointment of the Doctoral Committee form and instructions page to assist departments and graduate programs in ensuring that proposed doctoral committees for the Ph.D. are in compliance with SR 715. A third column on the form has been added for departments and programs to list committee members' academic specialties. The columns for Department Affiliation and Academic Specialty must be completed for each committee member, regardless of whether the department or graduate program is proposing a 4+1 or 3+2 committee. It is the department's responsibility to ensure that proposed doctoral committees comply with SR 715's requirement that two members represent academic specialties that differ from the student's. A copy of the

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revised instructions and form are attached. Departments and graduate programs will be required to use the new form effective immediately, and this form is available on [OGS's website](#).

The Council recognizes that how "Academic Specialty" is defined is subject to interpretation, and the Council finds that this is an academic judgment. Department and graduate program faculty are in the best position to identify a faculty member's specialty and its relation to a student's designated area of research. One purpose of including the Academic Specialty column on the form is to assist doctoral students and their faculty advisors when considering the composition of the committee, to ensure that the committee includes an appropriate level of breadth and a diversity of perspectives and expertise.

Departments and graduate programs that have received approval from the Council for exceptions to the membership requirements for Ph.D. doctoral committees remain in effect.

Please distribute this memo to your department and graduate program faculty advisors. If you would like further clarification on Senate Regulation 715 or have questions about how it applies to your department or graduate program, please contact the Graduate Council via Lori Hullings, Senate Analyst, at lhullings@ucsd.edu or x40100. If you have questions regarding completion or submission of the Appointment of the Doctoral Committee form, please contact Mary Allen, Director of Graduate Academic Affairs, at mallen@ucsd.edu or x43552.

Sincerely,

A handwritten signature in blue ink, appearing to read "Athina Markou".

Athina Markou, Chair
Graduate Council

cc: M. Allen
K. Barrett
D. Hamann
G. Masters
J. Sobel

Divisional Deans
Department/Program MSOs
Graduate Coordinators and Advisors

Attachment

Instructions for Preparation

APPOINTMENT OF THE DOCTORAL COMMITTEE

Completed form must be filed with the Office of Graduate Studies **no later than two weeks prior to the date scheduled for the qualifying examination**. Candidates must have completed at least three quarters of continuous academic residence prior to appointment of the doctoral committee and must be currently registered and enrolled at UCSD.

Instructions to Department/Group/School:

Please use the student's full legal name on this form as it appears on all official records with the University.

Instructions specific to Doctoral Committees:

Membership of the **Ph.D.** doctoral committee must comply with the [Manual of the San Diego Division, Academic Senate, Regulation 715](#), which states:

A Doctoral Committee of five or more members shall be appointed by the Dean of Graduate Studies under the authority of the Graduate Council. At least five of the committee members shall be officers of instruction and no fewer than four shall hold professorial titles (of any rank). The committee members shall be chosen from at least two departments, and at least two members shall represent academic specialties that differ from the student's chosen specialty. In all cases, each committee must include one tenured or emeritus UCSD faculty member from outside the student's major department. [Am 10/26/93]

The Graduate Council clarified in its [August 6, 2012 memo](#) to departments and graduate programs (hereafter known as departments) that either of the following is in compliance with Regulation 715:

1. Three members from the student's department and two members from outside the student's department, including one tenured or emeritus outside member. Two members' academic specialties must differ from the student's.
2. Four members from the student's department and one tenured or emeritus member from outside the student's major department, as long as two members' academic specialties differ from the student's.

Departments are responsible for ensuring that a Ph.D. doctoral committee complies with Regulation 715 by appointing at least two members differing in academic specialty from the student, regardless of whether these members are from inside or outside the student's department.

Membership of the **DMA** doctoral committee must comply with the [Manual of the San Diego Division, Academic Senate Regulation 717](#).

Membership of the **Ed.D.** doctoral committee must comply with the currently approved language: *The standard Ed.D. dissertation committee consists of three or more faculty members appointed by the Dean of Graduate Studies under the authority of the Graduate Council. Each committee will have no fewer than two faculty members at the level of Associate Professor or above or Lecturer with Security of Employment or above (those granted approval by OGS).*

Departments are advised to refer to the [Doctoral Committee Membership](#) table, which specifies which academic titles may serve on doctoral committees and in what capacity.

By signing the form, the department chair is certifying that the composition of the doctoral committee is in compliance with Senate Regulations concerning Requirements for Higher Degrees.

Instructions to the Office of Graduate Studies:

Audit form including the eligibility of nominees based on academic title; approve committee; issue letter of confirmation; distribute copies of letter.

