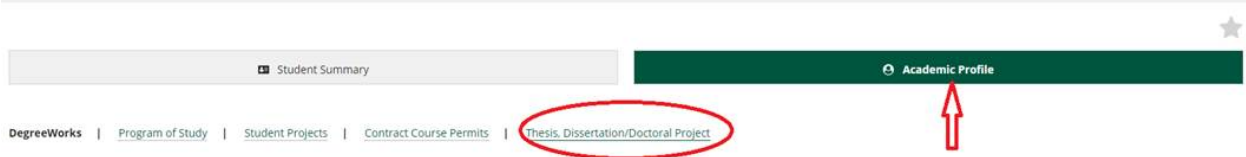


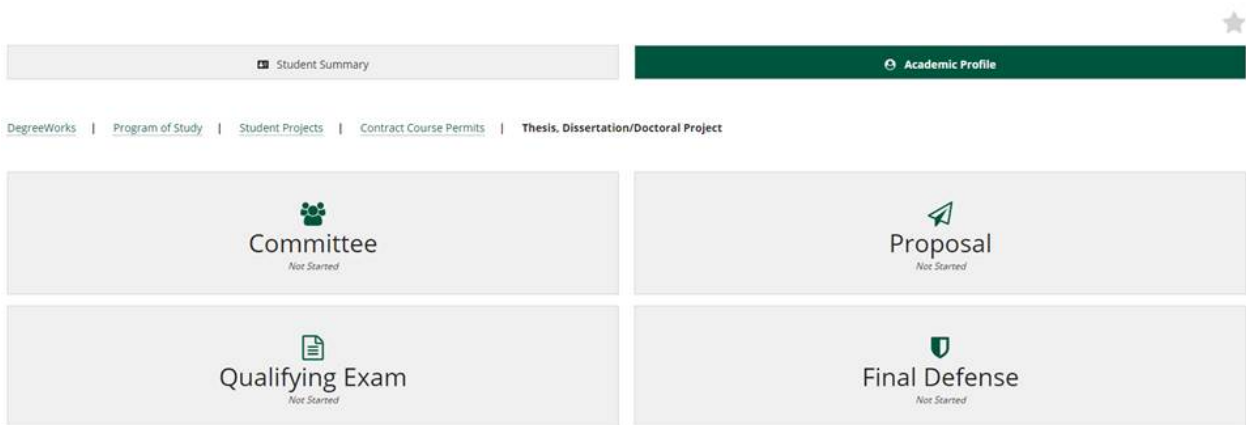
## Committee Appointment Form

**The Committee Appointment Form should be submitted no later than 4 weeks prior to the Qualifying Exam Request.**

Log-in to Archivum. Go to Student Portal. Then Student Record (left column), then Academic Profile. On the Academic Profile page select Thesis, Dissertation/Doctoral Project



Tiles will appear based on student's degree. Committee form has to be completed in order to access the other forms.



## Identify Committee Members

**Archivum**

### PhD Committee Appointment

**Student Information**

**Student Information**

**Student Name:** Kristi Miley  
**UID:**

**Email:**

**Graduate Advisor:** John Petrla

**Degree:** PHD  
**Concentration:** Global Communicable Disease

**Reduced Rate:** None

**Doctoral Committee**

**Note**

- A minimum of 4 committee members are required
- CV required for any non-COPH Faculty
- Major professor must be from your concentration. If you have co-major professors, at least one must be from your concentration.

Name	Role	Location	Email	Justification	Major Professor	Co-Major Professor	CV
No items available							

**Add Committee Member**

**Comments**

- Select Add Committee Member
- Identify if Major Professor, Co-Major Professor or Member
- Select Location (Internal to COPH or Internal to USF or External to USF)
- Add Members
- Once all committee members are entered click Submit

## Committee Appointment Form

Fields (if internal to USF). If internal to COPH only have to search their name and add

The screenshot shows the 'Add Committee Member' form with the following fields and options:

- Radio buttons for role selection: Major-Professor (selected), Co-Major Professor, and Member.
- Location \* dropdown menu with 'Internal to USF' selected.
- Member Search \* text input field with the placeholder 'Start typing to search'.
- CV \* section with an 'UPLOAD' button and a 'Drop files here' area.
- Justification \* text area with a character limit of 255 (0/255).
- 'CANCEL' and 'ADD' buttons.

Fields if external to USF (only for Member)

The screenshot shows the 'Add Committee Member' form with the following fields and options:

- Radio buttons for role selection: Major-Professor, Co-Major Professor, and Member (selected).
- Location \* dropdown menu with 'External to USF' selected.
- First Name \* and Last Name \* text input fields.
- Email \* text input field with the placeholder 'example@domain.com'.
- CV \* section with an 'UPLOAD' button and a 'Drop files here' area.
- Justification \* text area with a character limit of 255 (0/255).
- 'CANCEL' and 'ADD' buttons.

**Justification (statements for external committee members must include the following language)**

- The exact skills that the person brings to the project
- Why they are uniquely qualified
- How those skills relate to your doctoral project or dissertation

### Approval Process

1. Major Professor, Co-major (if applicable), then to Members in order they were entered. External committee members will be last and will be through DocuSign.
2. Doctoral Training Office will review, then send the external member request to the Office of Graduate Studies for Graduate Affiliate Faculty credentialing. *(This step can take time to complete)*
3. Associate Dean for final approval, after credentialing is complete.