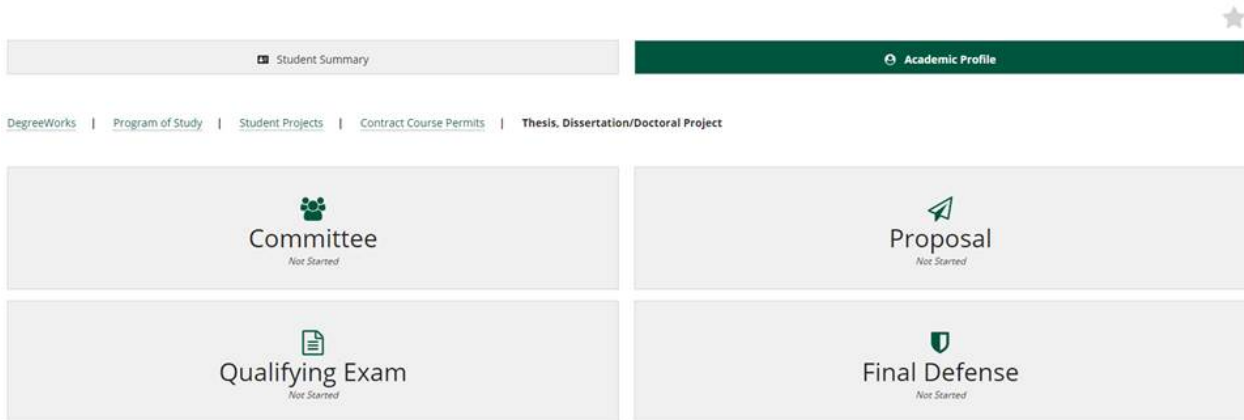


Committee Appointment Form

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 Name Kristi Miley UID	Email	Degree PHD	Reduced Rate None
	Graduate Advisor John Petrla		Concentration Global Communicable Disease	

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:

- Role selection: Major-Professor, Co-Major Professor, Member
- Location *: Internal to USF (dropdown menu)
- Member Search *: Start typing to search (text input)
- CV *: UPLOAD (button) and Drop files here (text area)
- Justification *: Kindly limit the characters to 255. Characters Entered: 0/255 (text area)
- CANCEL (button) and ADD (button)

Fields if external to USF (only for Member)

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

- Role selection: Major-Professor, Co-Major Professor, Member
- Location *: External to USF (dropdown menu)
- First Name *: (text input)
- Last Name *: (text input)
- CV *: UPLOAD (button) and Drop files here (text area)
- Email *: example@domain.com (text input)
- Justification *: Kindly limit the characters to 255. Characters Entered: 0/255 (text area)
- CANCEL (button) and ADD (button)

Justification (statements for external committee members should include the following)

- 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

- 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.
- Doctoral Training Office will review, then Associate Dean for final approval.