

## **VSoE PhD Committee Rules**

### **The Membership of PhD Committee in the USC VSoE**

- The committee is to be appointed at least one semester prior to the Qualifying Exam;
- The qualifying exam committee is to have at least 5 members, the thesis defense committee is to have at least 3 members;
- at least 3 (Qual) or 2 (Defense) of the members are to have an appointment in the student's home department, of which at least one must be tenured;
- the committee must have at least one member from outside the student's home department (*i.e.*, primary appointment in a USC PhD-granting department other than the home department, this person must be able to chair an exam in that home department);
- the qualifying exam committee can have at most one NTT faculty member who does not have approval to chair a committee, each member of the thesis committee must have the ability to independently chair a thesis committee
- there can be at most one faculty member participating in the exam remotely. This participation must include video and must be approved by the entire committee unanimously in advance of the exam.

### **NTT Faculty Chairing PhD Committees**

- Full-time NTT faculty with a significant research profile can be approved to chair a thesis committee. This approval is ordinarily to be sought at the time of appointment. The appointment dossier should contain a separate recommendation by the department chair on the candidate's ability to independently chair a thesis committee. The Chair should also comment on the candidate's ability to support students. This request will be considered by the Executive Committee of the APT and a recommendation will be forwarded to the Dean. This approval, once granted, is ongoing. Recommendations for currently appointed NTT faculty to chair thesis committees should be made by the department chair to the Executive Committee of the APT. This recommendation should consist of at least a memo from the chair and a current CV from the candidate faculty member.
- If one time only approval to chair a committee is sought, the request goes directly to the Dean.