

School of Computing Policy on Composition of MS and PhD Supervisory Committees

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1 Graduate School Policy

The School of Computing policies on the composition of graduate supervisory committees make refinements to the Graduate School policies on this issue. In cases where the School's policies are more strict, the Graduate Studies Committee serves as a gatekeeper, enforcing these policies on top of the Graduate School policies. In cases where the School's policies are more flexible, Graduate Studies serves as a facilitator, helping to obtain the special permissions needed up the line through the Graduate School.

The Graduate School stipulates the following conditions on composition of MS and PhD Supervisory Committees:

1. Both MS and PhD Committees:
 - (a) All University of Utah faculty (including regular, research, clinical, emeritus, visiting, and adjunct) are eligible to serve.
 - (b) Each member must hold a doctorate and/or have demonstrated research and scholarly competence in the student's area.
 - (c) Committee chairs must be regular faculty.
 - (d) Immediate family members of the student cannot serve.
2. MS Committees must consist of three faculty members, the majority of whom must be regular faculty in the student's major department.
3. PhD Committees:
 - (a) PhD committees must consist of five faculty members, the majority of whom must be regular faculty in the student's major department.
 - (b) One or more of the members must be appointed from another department — either from within the University, or from another University. In the case of Utah faculty, the committee member's home department shall be used in this determination.
 - (c) Exceptions for individual cases are considered by the Graduate School if recommended by the department Director of Graduate Studies (DGS) or department Chair.

2 School of Computing Policy

The Department of Computer Science refines the Graduate School policy for its MS and PhD students. This policy reflects our *general practice* and is understood to be operational when faculty vote for appointments or supervisory authority.

1. **Exceptions:** Any student or committee can request individual exceptions to the guidelines described below. These exceptions require special permission from the DGS. Such permissions should be determined in consultation with the Graduate Studies committee and all such exceptions should be announced to the regular faculty by email.
2. **Affiliated faculty:** The term affiliated faculty indicates any faculty member of the department, including regular faculty, clinical faculty, research faculty, and adjunct faculty.
3. **MS and PhD advising authority (single advisor)** The authority or privilege to advise graduate students means that the department understands that faculty with this authority will supervise students and that the DGS will seek whatever exceptions are necessary from the Graduate School for these advisors. We use a notation that specifies the authority in terms of a bit code $[0/1, 0/1]$, where a 1 for the first bit signifies MS advising authority and a 1 for the second bit signifies PhD advising authority.
4. **MS and PhD advising authority (coadvisors)** In the case of coadvisors one of the two advisors must have the appropriate advising bit set (to 1). The other advisor may be any affiliated faculty member of the department.
5. **Appointments:** Some appointments have an associated set of advising bits that come by default. These defaults can be changed by an explicit vote of the faculty (those eligible according to the bylaws) for individual appointees. The default advising bits for appointments are:

Appointment	Advising bits
Regular faculty	$[1, 1]$
Clinical faculty	$[0, 0]$
Research faculty	$[1, 0]$
Adjunct faculty	$[0, 0]$

6. **Committee Chairs:** A committee chair is either a regular CS faculty or an affiliated faculty member who has the bit set to 1 for the appropriate degree. I.e. $[1, X]$ for MS advising and $[X, 1]$ for PhD advising.
7. **Internal members:** Internal committee members are defined to be those with either the appropriate advising bits set or any faculty whose primary appointment (based on percentage of salary) is in the School of Computing.

8. **External members:** External committee members are defined to be those with no faculty appointment in the School of Computing or those affiliated faculty with the appropriate advising bit set to zero *and* whose primary appointment (based on percentage of salary) is *not* in the School of Computing.