

## BHI Policies and Procedures on Forming Doctoral Supervisory Committee

1. **Carefully review** the Graduate School policies on forming supervisory committees:

- [Appointment of a doctoral supervisory committee](#)
- [Doctoral Supervisory Committee Roles and Responsibilities](#)
- [Memo 13: Supervisory Committee for Graduate Students](#)
- [Graduate School Representative \(GSR\) Eligibility](#)
- [Appointment and Responsibilities of a Doctoral Reading Committee](#)

### **Important notes about committee composition:**

- Per BHI policy, the PhD Committee Chair must be a BHI core faculty member.
  - Per Graduate School policy,
    - It is recommended that committees are established at least four months prior to the General Examination.
    - The committee must consist of at least four members.
    - The majority of the committee must be Graduate Faculty members, including the Chair, GSR, and one other member; all three must also have an endorsement to chair doctoral committees.
    - Faculty members with primary, joint, or affiliate appointments in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR.
2. When you are selecting your members, check a faculty member's Graduate Faculty status and whether he or she has an endorsement to chair a committee at the [Graduate Faculty Locator website](#).
  3. Once your proposed members have agreed to serve on your Committee and have your Committee Chair's approval, send the following information to the Graduate Program Advisor, who will then officially submit your committee to the Graduate School. All members will receive an email confirmation regarding their committee appointment.
    - UW faculty: Name and Department
    - Non-UW faculty: Name, Institution and Department, and Email address
    - Signed copy of the [Human Subjects and Animal Care Approval Form](#)