



UNIVERSITY OF MARYLAND, COLLEGE PARK
Office of the Registrar



NOMINATION OF THESIS OR DISSERTATION COMMITTEE

This form must be submitted to the Office of the Registrar at least 6 weeks before the examination and before the established deadline dates

Date: \_\_\_\_\_

Print Full Name (Last, First, Middle)

Student University ID Number (UID)

Address

Graduate Program Code

City, State, Zip

Degree Sought: \_\_\_\_\_

(Area Code) Telephone

Email Address

Title of Thesis or Dissertation: \_\_\_\_\_

Are Human Subjects involved in the research? \_\_\_ Yes \_\_\_ No (If yes, please attach a copy of the approval from University Institutional Review Board [IRB])
Are vertebrate species (birds, mammals, fish, etc.) involved in this research? \_\_\_ Yes \_\_\_ No (If yes, please attach the UMCP Animal Care and Use Committee (UMCP-ACUC) form, showing protocol number and approval date)
Is recombinant DNA/RNA involved in this research? \_\_\_ Yes \_\_\_ No (If yes, please attach a copy of the approval from the UM Institutional Biosafety Committee).
Publication of a thesis or dissertation (in part or entirely) may compromise certain intellectual property rights. Contact the Office of Technology Commercialization (www.otc.umd.edu) if you envision eventual commercialization of your work.
Expected Oral Examination Date \_\_\_\_\_ (Please note that an oral examination may not be held until the Office of the Registrar approves the recommended committee.)

List all nominees on the table provided on the reverse of this form.

Is this a \_\_\_ New Committee \_\_\_ Revised Committee?

If this is a revised committee, did the original committee ever meet? \_\_\_ Yes \_\_\_ No (If yes, please explain using a separate sheet. If the candidate failed before the original committee, please attach a letter of explanation from the Director of Graduate Studies.)

Advisor (Print Name then Sign) Date

Telephone Extension/Email Address

Director of Graduate Program (Print Name then Sign) Date

Telephone Extension/Email Address

For the Registrar or Designee

Date

Note: Nomination for Graduate Faculty Members is available online at https://gradschool.umd.edu/forms

Please return this form to:

The Office of the Registrar
1113 Mitchell Building • University of Maryland
College Park, Maryland 20742-5121
Email: registrar-graduate@umd.edu
Fax: 301-314-9568

### Nominated Committee:

Name and Rank (or Title)	Program/Department/Place of Employment	Registrar Use Only
Chair:		
Dean's Representative (Doctoral Committees Only):		
Is the Dean's Representative a voting committee member?	___ Yes                      ___ No	

### The Master's Thesis Examination Committee:

- Minimum of three voting members of the Graduate Faculty, including two Full Members.
- Chair should be the student's advisor and a Full Member of the Graduate Faculty.
- Faculty that leave UMD (except Emeriti) remain as Graduate Faculty for one year, after which they can be nominated as Special Members.

### The Doctoral Defense Committee:

- Ph.D. Committees require a minimum of five voting members of the Graduate Faculty, including three Full Members.
- Doctoral Capstone Examining Committee (e.g., Ed.D., Au.D.) require a minimum of five voting members of Graduate Faculty, including three Full Members or Associate Members (two of these three must be Full Members.)
- A committee chair should be the student's advisor. A Ph.D. Committee Chair must be a Full Member of the Graduate Faculty. IN the case of Doctoral Capstone Examining Committees, an Associate Member can serve as chair under certain circumstances. Requests for a co-chairs must be approved by the Graduate School.
- Each committee needs a Dean's Representative as a voting or non-voting member. The Dean's Representative should have a research interest related to that of the student. The Dean's Representative must be a tenured member of the Graduate Faculty and must be from another tenure home than the student's program and from another tenure home than the primary chair or co-chair.

### Graduate Faculty Categories:

- Full Members are UMD faculty that are tenured or on the tenure-track.  
Full Members that leave UMD (except Emeriti) remain Full Members for one year. They can then be nominated as a Special Member.  
Full, Emeriti Members who separate from the university remain Full Members for five years and are eligible for re-nomination.
- Associate Members are those who hold non-tenure-stream faculty positions at UMD.
- Special Members are qualified scholars outside UMD. They can be nominated for a renewable five-year membership term.
- Graduate Teaching Members are individuals whose primary duty is teaching

### Prerogatives of Membership by Category:

**Full Members** of the Graduate Faculty are eligible to teach graduate-level courses; serve on program graduate committees; direct Master's thesis research and chair Master's thesis examining committees; direct doctoral dissertation research and chair doctoral dissertation examining committees; and vote for and serve on the Graduate Council and its committees.

**Associate Members** of the Graduate Faculty are eligible to teach graduate-level courses, serve on graduate program committees, direct Master's thesis research, and chair master's thesis examining committees. They can also co-direct doctoral dissertation research and co-chair dissertation examining committees, but they cannot direct doctoral dissertation research or chair dissertation examining committees.

**Graduate Teaching Members** of the Graduate Faculty are eligible to teach graduate-level courses. Graduate Teaching Members cannot serve as thesis/dissertation advisors nor direct, co-direct, or serve on thesis and dissertation committees.

**Special Members** of the Graduate Faculty are eligible to serve on program graduate committees and co-direct Master's thesis research, but may not direct or co-direct doctoral dissertation research or chair Master's Thesis or Doctoral Dissertation Examination Committees.

\*\*\* For the most up-to-date policy information, visit <https://academiccatalog.umd.edu/graduate/policies/> \*\*\*