

**Biomedical Research Education Program
Health Sciences Center – Office of Research
University of New Mexico**

Departmental Committee on Studies

Use to establish after completion of the core curriculum (Year 1) and for any subsequent membership changes.

Section I: Student Information

Student Name: _____ UNM ID: _____ Date: _____

Section II: Committee Information

I propose the following Committee of Studies:

COS Chair/Mentor: _____ Department: _____

Member: _____ Department: _____

Member: _____ Department: _____

Member: _____ Department: _____

Member: _____ Department: _____

Please ensure your committee meets minimum requirements listed here:

The role of the Thesis or Comprehensive Examination Committee is to approve the exam questions, conduct the exam/defense, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by Graduate Studies.

1. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if his/her appointment is within the student's major.
2. The chair of the exam committee must be Category 1, 5 or 3, if his/her appointment is within the student's major.
3. The third member can be any Category (1-6).
4. A co-chair can be from any Category (1-6) as long as the other co-chair is a Category 1 or 3 if his/her appointment is within the student's major.
5. No more than one voting member can be in Category 4.

The role of the Dissertation Committee is to supervise a doctoral candidate dissertation activity. (See appropriate sections of the Catalog for additional information. Each committee must consist of a minimum of four members approved by Graduate Studies; 2 of the 4 members must have Category 1 approval.

1. Chair must have approval as a Category 1, 5 or 3 if his/her appointment is within the student's major.
2. The second member must have approval as Category 1 or 3 if his/her appointment is within the student's major.
3. The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline.
4. The fourth member can have approval as Category 1-6.
5. Co-Chair (optional) must have approval as a Category 1-6.
6. No more than one voting member may be in Category 4.

Category One: UNM tenured or tenure-track faculty or UNM-National Laboratory Professors.

Category Two: Tenured or tenure-track faculty at other institutions. CV required.

Category Three: Individuals (not tenured/tenure track) whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine.

Category Four: Others who are considered experts in the field. CV required.

Category Five: Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed chair of any new committees once retired.

Category Six: After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves.

Section III: Approvals

Student Signature: _____ Date: _____

BSGP Director: _____ Date: _____