

**School of Medicine Research Education Office  
Masters of Science in Clinical Research (MSCR)**

**Committee on Studies  
Appointment**

*To be established after completion of the CCTS curriculum (Year 1)*

**Section I: Student Information**

Student Name: \_\_\_\_\_ UNM ID: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: Committee Information**

I propose the following Committee of Studies:

COS Chair/Mentor: \_\_\_\_\_ Department: \_\_\_\_\_ Category: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_ Category: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_ Category: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_ Category: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_ Category: \_\_\_\_\_

Please ensure your committee meets the minimum requirements listed here:

A MSCR core faculty member must, at a minimum, serve as a member of the Committee on Studies (COS) and be a resource to the student and other members for guiding the student's learning plan and thesis research and progress through the MSCR program. In some instances, the MSCR core faculty member may have additional responsibility, if it is appropriate.

Generally, the Research Mentor should serve as the Chair of the COS, Thesis Director, and have the primary responsibility of leading the COS meetings and providing oversight to the student's development and progress. However, the student is ultimately responsible for getting the appropriate guidance from each member of their COS and for meeting the MSCR milestones and requirements.

A minimum of three (3) faculty members including the Chair must be approved for COS service by the MSCR program and by the Office of Graduate Studies (OGS). These faculty must possess some relevant knowledge or expertise related to the thesis research. Students should carefully discuss their thesis research objectives, design, methods, and hypothesis with prospective COS members prior to deciding whom to ask to serve on the COS.

Two members must be Category 1 OR one member Category 1 and one member Category 3. The chair of the exam committee must be Category 1, 5 or 3. The third member can be any Category. The Thesis Committee may have more than three (3) members. Not more than one voting member may be from Category 4.

The UNM Catalog outlines categories of committee service members:

1. UNM tenured or tenure-track, or UNM-National Laboratory Professor.
2. Non-UNM tenured or tenure-track faculty at other institutions.\*\*
3. Individuals with primary employment with UNM and who are clinician educators or researchers with faculty title.
4. Other individuals considered experts in the thesis field and approved by the MSCR Program Director and the Office of Graduate Studies.\*\*
5. Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement.

\*\* Work with SOMREO to submit OGS's Approval for Committee Service Form. CV required.

View more about thesis committee regulations on the OGS website: <https://grad.unm.edu/resources/gs-forms/committee-service.html>

**Section III: Approvals**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MSCR Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_