

## COMMITTEE SERVICE FAQ

*This is meant as a general answer guide to the question, “Does [committee member name] need approval to serve on a student’s committee? Questions about committee member approval status can be directed to [gradcoll@uiowa.edu](mailto:gradcoll@uiowa.edu) prior to submission of the exam request form.*

<b>How to Determine When to Seek Approval:</b>	
➔ Is this person currently a tenure-track faculty member at Iowa, or were they tenure track less than 1 year ago?*	
<p style="text-align: center; color: green; margin: 0;"><b>IF YES</b></p> <ul style="list-style-type: none"> <li>You do not need to submit anything</li> <li>This person is automatically eligible for committee service</li> <li>This person counts as tenure-track toward the total required (see chart below)</li> </ul>	<p style="text-align: center; color: red; margin: 0;"><b>IF NO</b></p> <ul style="list-style-type: none"> <li>You will need to submit a committee member approval request <a href="#">via workflow</a> and include a current CV</li> <li>Depending on what type of appointment this person holds, they will be approved for different term types/abilities; full chart available <a href="#">here</a></li> </ul>

*\*If this person was tenure-track faculty at Iowa less than one year ago but now holds a non-tenure-track position at the UI, please email [gradcoll@uiowa.edu](mailto:gradcoll@uiowa.edu) for assistance.*

	Doctoral	Nondoctoral
<b>Committee Make-Up</b>	<ul style="list-style-type: none"> <li>4 members minimum</li> <li>3 tenure-track, UI faculty members</li> <li>2 tenure-track, UI faculty members in the student’s field of study</li> <li>At least 1 chair must be tenure-track</li> </ul>	<ul style="list-style-type: none"> <li>3 members minimum</li> <li>2 tenure-track, UI faculty members</li> <li>2 tenure-track, UI faculty members in the student’s field of study</li> <li>At least 1 chair must be tenure-track</li> </ul>
<b>Remote Members</b>	<ul style="list-style-type: none"> <li>Remote/hybrid exams and committee members are currently permitted (ample notice will be provided if this changes)</li> </ul>	
<b>Emeritus Faculty<sup>1</sup></b>	<ul style="list-style-type: none"> <li>Emeritus faculty may not be the sole chair of a committee after one year of emeritus status</li> <li>If an emeritus faculty was on a student’s comp committee while an active faculty member at Iowa, they are “grandfathered” onto the final committee and their tenured status will remain</li> </ul>	
<b>Comp Exam to Final Exam</b>	<ul style="list-style-type: none"> <li>If member had to seek approval to be on the comp exam, they must still follow the three-year renewal policy to serve on the final committee; they are not “grandfathered” in</li> <li>If a member was an active UI tenure-track faculty member on the comp exam, they do not need approval to serve on the final exam (program status is retained)</li> <li>Departing faculty will lose tenured status for final exam committees, but emeritus faculty will retain their tenure status</li> </ul>	

<sup>1</sup> Faculty with FE job codes; see the [Office of the Provost](#) for information on FE status