

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 prior to submission of the exam request form.

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

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