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?*

<table>
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<th>IF YES</th>
<th>IF NO</th>
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| • 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) | • 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 |

*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 for assistance.

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<th>Doctoral</th>
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<td><strong>Committee Make-Up</strong></td>
<td><strong>Remote Members</strong></td>
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| • 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 | • Remote/hybrid exams and committee members are currently permitted (ample notice will be provided if this changes) | • 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 at Iowa, they are “grandfathered” onto the final committee and their tenured status will remain |
| **Comp Exam to Final Exam** | | **Comp Exam to Final Exam** |
| • 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 | | | |

1 Faculty with FE job codes; see the Office of the Provost for information on FE status