

## Roles of Members of a Masters Graduate Advisory Committee

Upon recommendation of the head of the major department and approval of the Graduate Dean, an advisory committee of no fewer than three voting members will be appointed. The duties of the advisory committee include advising the student and assessing the student's progress through (1) assisting the student in preparing a plan of study, (2) assisting in planning and conducting the research, (3) overseeing the writing of the research document (thesis, formal report, or creative component, as appropriate), (4) conducting the defense of the research document, and (5) approving the final research document.

The masters advisory committee shall consist of at least three members of the OSU Graduate Faculty. Roles of the committee members are *chair*, *advisor*, and *expert member(s)*.

The *chair's* primary duty is to monitor the progress of the student toward the degree. S/he need not necessarily be the advisor, but should have a strong familiarity with the academic requirements appropriate to the degree sought. The chair must hold an OSU faculty appointment, normally a tenure-track appointment in the academic unit in which the degree is housed. The chair's duties include convening meetings of the advisory committee as appropriate; ensuring compliance with policies, procedures and requirements; overseeing the plan of study and research document submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements, with the results openly accessible. If the chair is not also the advisor, s/he should serve as a liaison with the advisor with regard to progress of research in fulfillment of degree requirements.

The *advisor's* primary duty is to mentor the student in regard to the conduct of research necessary for the completion of the degree. As a result, it is expected that the advisor establish the closest working relationship with the student. S/he may also serve as the chair of the committee. The advisor must be a Member of the Graduate Faculty, but need not hold an OSU faculty appointment. The advisor's duties and privileges include guiding and counseling the student in, and reporting to the advisory committee on, the research effort, and ensuring compliance with applicable research regulations. It is the advisor's responsibility to mentor the student toward a research project that is original and worthy of the degree sought.

The committee should be completed with *expert faculty member(s)* whose expertise and counsel serve the student in attaining the goal of original research that is worthy of the degree sought. Typically, but not necessarily, such individuals will be faculty members associated with the program of the student. An expert member's duties include reviewing draft research documents, attending regular meetings of the advisory committee, and interacting regularly with committee members and the student to monitor progress toward the degree.

The student and the members of the advisory committee should consult regularly to review the progress of the student's work.