

Roles of Members of a Specialist Graduate Advisory Committee

Upon recommendation of the school head 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 (1) assisting the student in preparing a plan of study, (2) conducting the preliminary examination and conference, (3) assisting in planning and conducting the research, (4) overseeing the student's progress in the program, and (5) conducting the final examination.

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

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 process; and ensuring that the research topic or practicum 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, ensuring compliance with applicable research regulations, and hooding the student at commencement. It is the advisor's responsibility to mentor the student toward a research project that is original and worthy of the degree sought.

The *outside member* serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the committee utilizes to review and evaluate the student. This member must be a faculty member at OSU and a member of the Graduate Faculty, but must not be a faculty member from the academic unit or program of the student/chair of the advisory committee. The outside member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair and consistent manner. S/he also provides expert advice (when appropriate) to the student in the conduct of research and writing of the report.

The committee should be completed with *expert faculty member(s)* whose expertise and counsel serves the student in attaining the goal fulfilling the necessary requirements 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 documents of the final report, participating in examinations per Graduate College and program requirements, 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.