B. The Doctoral Advisory Committee

The doctoral advisory committee is formed through the doctoral student’s *Program of Study*. Prior to the third semester of study, the chair of the major program should, in conjunction with the student, appoint an advisor from the Faculty of the Graduate School with membership as a Graduate Faculty or Associate Graduate Faculty to serve as chair of the student’s doctoral advisory committee until a permanent chair is obtained. Ultimately, it is the student’s responsibility to obtain and maintain a permanent chair and advisory committee members for the graduate program. For additional information on advisory committee requirements determined by a program’s bylaws, see Chapter 1.D.

Doctoral advisory committee composition must meet the following minimum requirements:

- All doctoral advisory committee members are normally expected to hold a Ph.D. All Ed.D. advisory committee members are normally expected to hold an Ed.D. or Ph.D. On a case-by-case basis, the vice provost for graduate and professional education may approve research active faculty, with other doctoral or equivalent degrees, to serve on a Ph.D. or Ed.D. advisory committee.
- Each doctoral advisory committee must include at least three members of the current Faculty of the Graduate School.
  - At least two of the members must be a member of the Graduate Faculty.
  - At least two of the members must be graduate program faculty in the student’s doctoral degree program.

Advisory committees may have more than three members; however, the majority must be members of the Faculty of the Graduate School.

- Individuals who are not WSU faculty may be considered as additional (beyond three) advisory committee members on an ad hoc basis.
  - External advisory committee members must hold a degree comparable to that sought by the student and have special knowledge that is particularly important to the student’s proposed program.
  - Examples of external advisory committee members would include faculty from another university or individuals from an appropriate government, business, or industry organization.
  - Such an individual must be nominated to serve on an advisory committee by the chair or director (in the academic program, department, or school) to the vice provost for graduate and professional education, who makes the final decision. A current curriculum vita and nomination form must be included with the request, which is submitted through the GRM along with the *Program of Study* or *Change of Committee* form.
- If a minor is declared on the doctoral program, at least one member of the advisory committee must be a graduate program faculty member of the minor program. If this representative is a member of the Graduate Faculty, this representative may fill the requirement of one of the WSU Graduate Faculty members on the advisory committee. If no minor is declared, there is no requirement for an advisory committee member external to the student’s major graduate program.

Potential conflicts of interest should be acknowledged when forming a graduate student’s advisory committee. Examples of potential perceived or real conflicts of interest include: 1) a new faculty member who was a former graduate school peer; 2) a faculty member who is the employer or supervisor of a staff member pursuing a degree, and 3) faculty members whose impartiality may be impacted because of close professional or personal relationships that are separate from their WSU faculty roles.

The student is responsible for establishing and maintaining an advisory committee. All advisory committee members and the major department chair/director must sign the *Program of Study*. Once the *Program of Study* has been filed with the Graduate School, changes may be made to the advisory committee composition by completing the *Committee Change* form.

The vice provost for graduate and professional education has the final approval for all advisory committees. The vice provost also has the authority to remove a faculty member from a student’s advisory committee after consultation with the program/department chair, the dean of the college, and the provost, when it is in the best interest of the student and the program.