

## COMMITTEE SERVICE FAQ

### Determining When to Seek Approval

Is this person currently a tenure-track faculty member at Iowa, or were they tenure track less than 1yr ago?

#### If YES

You do not need to submit anything.

- They are automatically eligible for committee service. They also count as “tenure-track” toward the total 4 required.

#### If NO

Please submit an **approval request letter** and **CV**.

- If they are in emeritus status (for > 1-yr), or non-emeritus, they will be given a renewable, 3-yr term.

	Doctoral	Non-Doctoral
<b>Committee Make-Up</b>	--5 members minimum --4 tenure-track, UI faculty members --2 Iowa faculty in the student’s field of study --At least 1 chair must be tenure-track	--3 members minimum --2 tenure-track, UI faculty members --2 Iowa faculty in the student’s field of study --At least 1 chair must be tenure-track
<b>Skype/Remote Members</b>	--Only 1 committee member may be remote (remote participation approved by Grad College) --The chair may NOT be remote --Chair will sign for the remote committee member, with their own initials next to the remote member’s signature on the Report document --The “vote” of the remote member should be confirmed via email sent to committee chair, with CC to Anne Sparks in the Graduate College	
<b>Emeritus Faculty</b>	--Emeritus faculty may not be the sole chair of a committee after 1-yr 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 <i>their tenured status will remain</i> .	
<b>Comp Exam to Final Exam</b>	--If member had to seek <u>approval</u> to be on the comp exam, they must still follow the 3-yr renewing policy to serve on the final committee; they are not “grandfathered” in. --If a member was an active, Iowa, tenure-track faculty member on the comp exam, they do not need approval to serve on the final exam. --Departing faculty will lose tenure-status for final exam committees, but emeritus faculty will retain their tenure status.	