



UNIVERSITY
OF WYOMING

School of
Graduate Education

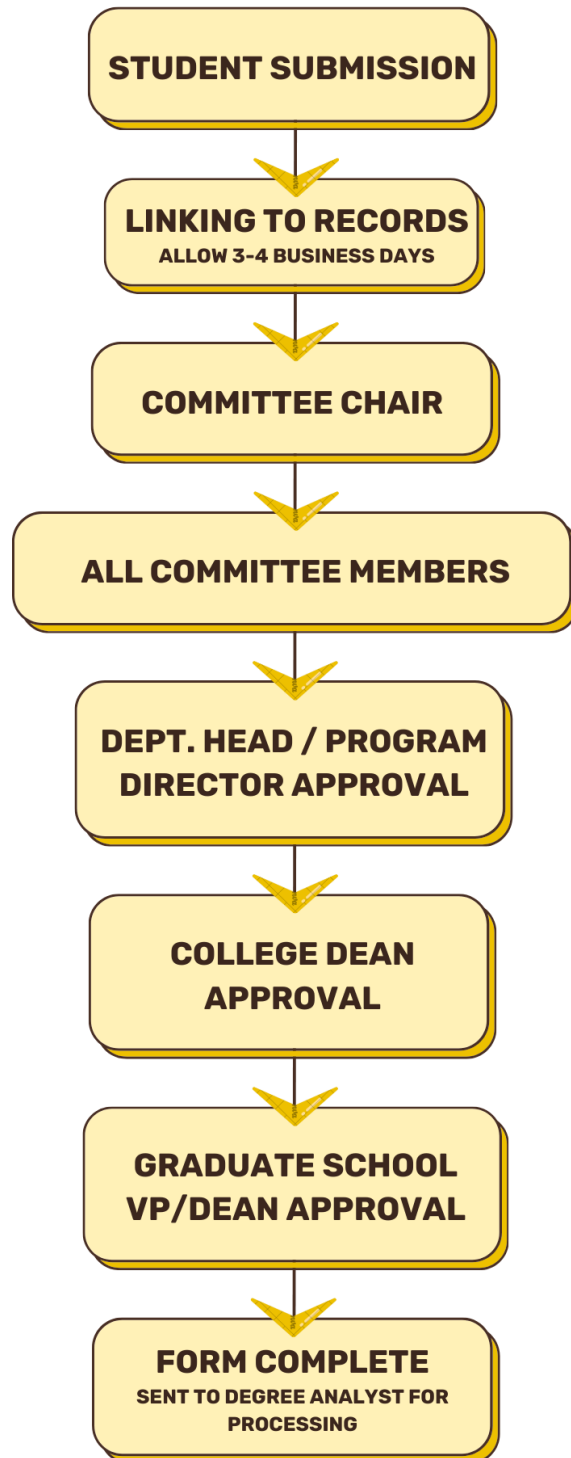
Graduate Committee Assignment Form

Student and Faculty Electronic Form Guide

Updated Feb. 2024

Committee Assignment Form Workflow

The electronic Committee Assignment Form is designed as an automatic workflow to gather signatures. The general form process is represented below.



Graduate Student Instructions

GETTING STARTED

- ❖ Students should discuss their committee with prospective members *before* filling out this form.
- ❖ Questions about who is eligible to serve in a designated member role? Refer to page 7 of this document.

FILLING OUT THE FORM

1. Enter all required student information.

- When Degree Level is selected, degree-specific guidelines will display (1.1).

Graduate Committee Members

Master and EdD Committees must consist of at least **3 required members** in the following order:

1: Committee Chair
-Must be from student's academic unit. *Limit one per committee*

2: Outside Member (UW Faculty)
-Must be faculty from outside of student's academic unit. *Limit one per committee*

3: Co-Chair, UW Faculty, or External Faculty (Non-UW)
-Additional UW Faculty and/or External Faculty members may be added

Please note:
In no case can the number of annually appointed, non-terminal degree, and External Members represent the majority on a committee.
Students should limit the number of members to ensure that timely meetings and committee function is not compromised by unwieldy committee size.

1.1, Master of Science committee example

- ### 2. Following these guidelines, enter proposed committee members in appropriate order.
- ### 3. Confirm that information is correct and submit form.

Once you click Submit, you will not be able to return to your form.

AFTER SUBMITTING

- ❖ Please allow 3-4 business days for the form to be linked to student records.
- ❖ Once linked, the form will proceed through the automatic workflow.
 - Each committee member will receive an email containing student information and a personalized link which allows them to open the form and agree to serve, or "sign".
 - Students will receive email notifications as form progresses through each signature step.

IF A MEMBER OR APPROVER DECLINES TO SIGN

- ❖ If this occurs, the form automatically returns to the student step.
- ❖ Students will receive an automatic email (1.2) that includes the faculty member's explanation.

From: School of Graduate Education | University of Wyoming <graded@force.uwyo.edu>
Subject: UW Student Forms- Graduate Committee Assignment Status Update

Dear Test Student,

Test- Department Head, did not approve this step of the process for the following reason:

“Faculty Member’s detailed explanation here”

Please work to resolve this issue. You can access your form here to make updates:

https://uwyo-erx.my.salesforce-sites.com/UWStudentForms/apex/ERx_Forms_PageMaker?pageId=GraduateCommitteeAssignmentForm&CaseId=500Vm000002X90A

Thank you,

The University of Wyoming School of Graduate Education

1.2

1. Follow the personalized link to make the required revision(s).
2. Resubmit form.
 - Changes made will be reviewed and confirmed by the School of Graduate Education.
 - The form will proceed through the revised workflow to gather signatures.

If you have any concerns, contact graded@uwyo.edu.

UW Committee Formation Policy: www.uwyo.edu/regs-policies/files/docs/policies/graduate_committee_formation_sap_effective_10-29-18.pdf

Faculty Instructions

SIGNING THE FORM

- ❖ Faculty members will receive an automatic email from graded@force.uwyo.edu containing a personalized link to sign or approve the student's form (1.3). Please note, reminder emails will be automatically sent to faculty *every four days* until a response is received.

From: School of Graduate Education | University of Wyoming <graded@force.uwyo.edu>

Subject: Graduate Committee Request for Test Student

Dear Test Chair,

The below student is in the process of assembling their Graduate Committee and has selected you as the potential committee chair.

Name of Student: Test Student

Dept/Pgm: Anthropology

Major/Concentration: Anthropology

Please follow the below link to submit your response:

https://uwyo-erx.my.salesforce-sites.com/UWStudentForms/apex/ERx_Forms_PageMaker?pagelD=Case%20Affiliate%20Review&envid=a2W6T0000044EeU&id=a3x6T000001D4JI&CaseID=5006T00002KnLCX

Thank you,

The University of Wyoming School of Graduate Education

1.3

1. Follow the personalized form link to respond.
 - Review and confirm eligibility as provided via the personalized link.
2. Select whether you agree to serve on the committee (Yes/No). This is your "signature".
 - External Faculty (non-UW) members will be required to upload their CV at time of signature.
 - If "No" is selected, you will be prompted to enter a reason.
This reason will be sent to the student.
3. Click Submit. The form will automatically proceed to the next step in the workflow.

IF A MEMBER DECLINES TO SERVE

- ❖ The form will be sent back to the student via an email containing a personalized link. This link will allow the student to make revisions and resubmit their form.
- ❖ Once the resubmission is reviewed and confirmed by the School of Graduate Education, the form will begin moving through the revised workflow.
 - All active members will be required to sign the revised form, and will receive an email with a resubmission notice (1.4).

From: School of Graduate Education | University of Wyoming <graded@force.uwyo.edu>
Subject: Resubmit Graduate Committee Approval Request for Test Student

Dear Test Chair,

PLEASE NOTE: This is a re-submission of this form request and changes have been made since the initial submission.
 The below student has submitted a Committee Assignment Form that requires your review and approval.

Name of Student: Test Student
 Dept/Pgm: Anthropology
 Major/Concentration: Anthropology

Please follow the below link to submit your response:

https://uwyo-erx.my.salesforce-sites.com/UWStudentForms/apex/ERx_Forms_PageMaker?pageId=Case%20Affiliate%20Review&envid=a2W6T0000044EeU&id=a3x6T000000vQ2Z&CaseID=5006T00002ImEQO

Thank you,

The University of Wyoming School of Graduate Education

1.4

NOTE FOR DEPARTMENT HEADS/PROG. DIRECTORS & COLLEGE DEANS

- ❖ Your form view will include eligibility criteria for *all* member roles. Please review accordingly.
- ❖ If you do not approve the proposed committee, you will be prompted to select the applicable reason and enter an explanation (1.5). This explanation will be sent to the student to make necessary change(s). *Please provide sufficient detail for the student to successfully resubmit.*

I confirm that this committee meets eligibility criteria as outlined in the above Graduate Committee Formation Policy and approve the establishment of this graduate thesis/dissertation committee.

I agree	No	Please Note: Information entered here will be passed along to the student.
Committee	--None--	Reason for Decision
Rejection Reason	<div style="background-color: #0056b3; color: white; padding: 2px;">--None--</div> <div style="padding: 2px;">Individual Member Eligibility Issue</div> <div style="padding: 2px;">Overall Committee Requirement Issue</div> <div style="padding: 2px;">Other</div>	

1.5

EXCEPTION REQUESTS

- ❖ In some cases, individual faculty with particular expertise can be approved for exceptions to the service roles described on page 7. Exceptions in committee service are proposed by the Department Head and approved by the College Dean and the School of Graduate Education. Students should consult first with their committee chair and the department. **Any exception requests for committee members must be submitted via a letter to graded@uwyo.edu.**

The approval process will take place via email, external to the electronic form.

If you have any concerns, contact graded@uwyo.edu.

Committee Member Eligibility Criteria

Committee Chair

Must be from student's academic unit

The Chair serves as the primary resource for student direction and sees that all steps of the graduate program proceed in a timely fashion.

- a. Tenured and tenure-track faculty.
- b. Extended term academic professionals *with* terminal degree and a demonstrated record of research or creative activity appropriate to the student's degree.
- c. Emeritus faculty.
- d. UW faculty employed via university-agency cooperative agreements with terminal degrees and a demonstrated record of research or creative activity appropriate to the student's degree.

Without an approved exception, annually appointed faculty should *not* chair graduate committees.

Outside Member (UW Faculty)

Must be from outside student's academic unit

Interdisciplinary PhD programs (BMS, ECOL, HYDR, MCLS, NEUR): Must be faculty from outside Chair's home department

The role of the Outside Member is to uphold the rigor and fairness of the graduate process.

- a. Tenured and emeritus faculty.
- b. Tenure-track faculty may serve if they have demonstrated experience mentoring graduate students and the Committee Chair has no role in evaluating the untenured faculty member.

Co-Chair and UW Faculty

Required members include faculty who are active in research or creative program pertinent to the student's degree, and must hold a degree equal to or higher than the degree sought by the student.

- a. Any faculty capable of serving as Chair.
- b. Extended term academic professionals *without* terminal degree. (Master's only)

External Faculty (non-UW)

External Faculty are individuals employed outside of UW or cooperative agreements and may *not* replace Outside Members. **External Members will be required to upload their vita at the time of their signature.**

Additional Members

- a. Any faculty capable of serving as Chair, extended term academic professionals, and academic personnel under annual appointment.
- b. External Faculty (non-UW).

In no case can the total of External and additional members out-number required members.

PhD only: no less than four and the majority of members must be UW Faculty with credentials that would allow them to serve as Chair.